

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Director, Advanced Placement Incentive Grant Program	REPORTS TO:	Assistant Superintendent, Instructional Support Services
DEPARTMENT:	Office of Secondary School Site Innovation	CLASSIFICATION:	Certificated Management
FLSA:	Exempt	SALARY GRADE:	035 AASD
ISSUED:	January 13, 2009		

BASIC FUNCTION:

Plan, direct, oversee, and manage the implementation of federal requirements related to the Advanced Placement Incentive Program; design and facilitate the development of a variety of student achievement data reporting tools and displays, and assist central office and school site staff to use data to meet grant goals and objectives.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Plan, organize, direct, coordinate, and supervise the operations of the Advanced Placement Incentive Program for six high schools and eight middle schools. ***E***

Direct the preparation and maintenance of a variety of narrative and statistical reports, records, and files related to grant activities. ***E***

Develop, direct, implement, and evaluate activities that support principals, teachers, students and parents to understand and participate in the Advanced Placement Incentive Program. ***E***

Collaboratively work with school teams to develop, plan and implement the goals and objectives for the grant, adhering to and meeting US Department of Education's rules and regulations. ***E***

Direct activities providing support to schools in reviewing data and developing or revising grant site plans in accordance with federal program requirements. ***E***

Organize, direct, coordinate, and supervise community partnerships with colleges/universities and businesses to support grant goals and objectives. ***E***

Direct the preparation and administration of the grant budget and ensure efficient and effective use of fiscal, material, and human resources to accomplish grant goals and objectives. ***E***

Select, train, and evaluate performance of assigned personnel. ***E***

Assist the Executive Director for Office of Small School Innovation with mandated and supplemental data analysis and reporting, program evaluation, and internal and external research as it applies to assessment or accountability measures for the grant. ***E***

Serve as a resource and liaison for the Board of Education, district leadership, school and district staff, students, parents and community groups, and state and federal agencies on issues related to the grant. **E**

Organize, direct, coordinate, and supervise professional development for the grant. **E**

Represent the district at local, state, federal, and national meetings and other activities; remain current on laws and regulations affecting the grant. **E**

Perform other related duties as assigned. **E**

EDUCATION AND EXPERIENCE:

A combination of education, training or experience equivalent to a master's degree in education, educational leadership or curriculum and instruction, or other related field and five years of progressively responsible experience including high school teaching and experience as a high school principal.

LICENSES AND OTHER REQUIREMENTS:

Valid Administrative Services Credential.

Valid California driver's license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Organizational development principles and practices.
- Techniques and strategies for managing a large, diverse organization.
- District curriculum and school instructional programs.
- Principles and techniques of budget preparation and control.
- Principles and practices of administration, supervision, and training.
- Applicable laws, codes, regulations, policies, and procedures.
- Oral and written communication skills.

ABILITY TO:

- Provide leadership and direction in the administrative and instructional functions of the district.
- Maintain current knowledge of applicable provisions of federal and state laws, and district rules and regulations.
- Analyze problems, make decisions, and be responsible for those decisions.
- Plan and organize programs.
- Communicate effectively both orally and in writing.
- Establish cooperative relationships with others in a multiethnic educational environment.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Meet schedules and time lines.
- Operate a computer and assigned software.
- Prepare comprehensive narrative and statistical reports
- Supervise and evaluate the performance of assigned staff.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, office setting.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer keyboard; sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations; seeing to read and write reports; lifting light objects.

Job Code 1167

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