

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Director, School Choice	REPORTS TO:	Chief Choice School Improvement Officer
DEPARTMENT:	School Choice	CLASSIFICATION:	Classified Management
FLSA:	Exempt	SALARY GRADE:	034
REVISED:	June 10, 2008		

BASIC FUNCTION:

Plan, organize, direct, coordinate, and supervise the operations of the School Choice Division; provide leadership for the district's school choice programs including *No Child Left Behind*, Enrollment Options (Magnet Schools, Voluntary Ethnic Enrollment Programs, Choice), and Charter Schools.

REPRESENTATIVE DUTIES:

Direct, coordinate, and control the formation and implementation of *No Child Left Behind*, federal legislation, and its integration with the district's existing integration programs and enrollment options. *E*

Direct the on-going development of district managed integration programs and enrollment options, including Magnet Schools, Voluntary Ethnic Enrollment Programs (VEEP), and Choice programs. *E*

Direct, coordinate, and supervise the implementation of the district charter school office; plan, direct, coordinate, organize and implement academic and fiscal oversight of district-approved charter schools as mandated by applicable state and federal legislation and the district's Charter School Policy and Guidelines. *E*

Review existing and pending legislation, requirements and guidelines related to school choice programs (*No Child Left Behind*, VEEP, Choice, Magnet, and Charter School programs); recommend origination, modification, or support of legislative measures. *E*

Coordinate and oversee collaborative work between school choice staff and staff from various district departments to conduct audits, analyze and report data, prepare reports, and present analyses and findings for the Board of Education, district staff, charter school staff, community groups, state and federal agencies, outside organizations, and other groups. *E*

Serve as liaison with other district and school choice administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information; develop policies and procedures to encourage effective and efficient management controls. *E*

Provide technical expertise and information to district and school choice staff regarding assigned functions; provide leadership for the development of policies, procedures, and programs; advise district and charter school staff of unusual trends or problems and when appropriate take corrective actions. *E*

Oversee site visits to school choice programs to monitor academic, fiscal, and operational programs and organizational viability in compliance with federal law and state educational code. *E*

Represent the Chief Choice School Improvement Officer on school choice-related district committees, work groups, and task forces, and at community meetings. *E*

Select, supervise, train, and evaluate assigned staff; provide for continuing departmental staff training in school choice programs; develop work schedules; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; assure compliance with staffing and licensing requirements. *E*

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

Operate a computer and assigned software programs; operate other office equipment as assigned. *E*

Perform other related duties and responsibilities as assigned by the Chief Choice School Improvement Officer.

EDUCATION AND EXPERIENCE:

Any combination equivalent to a degree and a minimum of five years experience in school district, California charter schools, integration programs, programmatic audits, and grant writing. Doctoral and/or law degree is desirable but not required.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

No Child Left Behind (federal legislation); district enrollment options, integration programs, and reform initiatives; and California charter school law.

Effective strategies, theories, techniques, and methods of professional and organizational development.

Planning, organization and direction of procedural guidelines related to school choice (enrollment options, integration programs, and charter schools).

Existing and pending legislation related to school choice (enrollment options, integration programs, and charter schools).

Applicable laws, codes, regulations, policies, and procedures.

Preparing complex financial studies.

Oral and written communication skills.

Interpersonal skills using tact, patience, and courtesy.

ABILITY TO:

Provide leadership and direction.

Plan, develop, organize, and administer school choice programs (enrollment options, integration programs, and charter schools).

Make presentations and deliver compliance training to district and charter school staff, external organizations, and community groups.

Establish and maintain effective working relationships with other agencies, the public, and district staff.

Analyze problems, make decisions, and be responsible for those decisions.

Exercise sound judgment in preparing justifications and making recommendations.

Communicate effectively orally and in writing.

Work independently with little direction.

Supervise, train, and evaluate the performance of assigned staff.

Operate a computer and assigned office equipment.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, office environment; driving a vehicle to conduct work.

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.