

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Executive Director, Advanced Studies	REPORTS TO:	Chief High School Improvement Officer
DEPARTMENT:	Office of the Chief High School Improvement Officer	CLASSIFICATION:	Certificated Management
FLSA:	Exempt	SALARY GRADE:	036
ISSUED:	June 20, 2008		

BASIC FUNCTION:

Direct, plan, organize, and control activities to support principals, teachers, School Improvement Officers, professional learning communities, and other district staff and community groups that build capacity and understanding to create a college-bound culture for students; work collaboratively with Advancement Via Individual Determination (AVID), Advanced Placement (AP), International Baccalaureate (IB), and the Gifted and Talented Education (GATE) Programs to determine and implement professional and technical support for program needs.

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

Direct activities that support principals, teachers, School Improvement Officers, professional learning communities, and other district staff and community groups that build capacity and understanding on creating a college-bound culture for students; prepare both college-eligible and college-ready students by leveraging AVID as the vehicle to support students' academic needs. *E*

Work collaboratively with AVID, Advanced Placement, International Baccalaureate, and the Gifted and Talented Education (GATE) Programs by providing professional and technical support to new and existing AVID sites; enhance current AVID programs and assess and determine AVID program needs. *E*

Provide extensive professional development support to middle and high school teachers, principals, counselors, tutors, and parents. *E*

Collaborate with the CollegeBoard on curriculum development. *E*

Keep abreast of current trends in curriculum and instructional delivery, academic assessments, educational research, and school improvement. *E*

Conduct AVID presentations at schools, district offices and conferences, and collaborate with institutions of higher learning and the CollegeBoard. *E*

Work with district staff, district advisory committees, parent and community groups on issues related to student achievement and academic support. *E*

Supervise AVID and GATE program staff and office staff. *E*

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

A combination of training, experience, and/or education equivalent to a master's degree in Education Administration or a related area to curriculum, instruction, or assessment and ten years of increasingly responsible experience in education or a related profession, with at least five years experience in an educational institution or setting. A minimum of three years of successful teaching experience and successful leadership experience at a site, district, county, or state level and substantial leadership and management experience related to one or more of the following: educational assessment and accountability, academic standards, school planning, program evaluation, data analysis and reporting, categorical programs, large-scale data system is required.

LICENSES AND OTHER REQUIREMENTS:

- Valid California driver's license
- Valid California Teaching Credential
- Administrative Services Credential

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Organizational development principles and practices.
- Techniques and strategies for managing a large, diverse organization.
- Principles and techniques of budget preparation and control.
- Oral and written communication skills.
- Principles and practices of administration, supervision, and training.
- Applicable laws, codes, regulations, policies, and procedures.
- Interpersonal skills using tact, patience and courtesy.
- Current state and federal laws regulations and code applicable to instructional compliance and the Williams Act.
- District educational initiative programs and policies.
- District policies related to promotion/retention, curriculum and instruction, data access and confidentiality, and related areas.
- Principles and practices of administration, supervision, and professional development.
- Principles and techniques of budget preparation.
- Current educational trends and research
- Research, organization, development, and curriculum planning.
- Staff development, supervision of instruction, personnel and program evaluation, and laws relating to this assignment.
- Correct English usage, spelling, grammar, and mathematics.
- Personal computer equipment, to include a working knowledge of applications software, hardware specifications, and training requirements.
- Safety rules and regulations for this position.
- Academic Testing Data collection, analysis, interpretation, and communication for comprehensive school-wide improvement.

ABILITY TO:

- Provide leadership and direction in assigned functions.
- Review existing and pending legislation related to assigned programs and recommend origination, modification, or support of legislative measures.
- Maintain current knowledge of applicable provisions of federal, state, and district laws, rules, and regulations.
- Communicate effectively both orally and in writing.
- Establish and maintain effective and continual internal communications with staff members, district and community leaders, and others contacted in the performance of required duties.
- Operate a computer and assigned office equipment.
- Analyze problems, make decisions, and be responsible for those decisions.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Supervise and evaluate the performance of assigned staff.
- Be a productive and active team member; plan, prioritize, and manage programs, projects, and budgets to meet timelines and utilize resources effectively.
- Analyze problems, make accurate and timely decisions, and be accountable for those decisions.
- Learn, develop and implement Board Policies, Administrative Regulations, and district procedures.
- Handle all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good relations.
- Keep current and have the ability to interpret, apply and explain rules, regulations, policies and procedures about related educational research trends, and applicable federal, state and district laws, rules and regulations, and procedures.
- Supervise and evaluate the performance of assigned staff

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, office setting

PHYSICAL REQUIREMENTS:

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 1157