

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

<b>TITLE:</b>	Executive Director, Collaborative	<b>REPORTS TO:</b>	Superintendent
<b>DEPARTMENT:</b>	City Heights Educational Collaborative	<b>CLASSIFICATION:</b>	Certificated Management
<b>FLSA:</b>	Exempt	<b>SALARY GRADE:</b>	050
<b>ISSUED:</b>	January 23, 2007		

**BASIC FUNCTION:**

Serve as the chief executive officer of the Collaborative; serve as the Collaborative visionary, strategic, and executive leader, exercise educational leadership in the City Heights and broader San Diego community, and is the primary voice of the Collaborative to the public, School District, relevant unions, and other interested parties

The City Heights Educational Collaborative consists of three public schools within the San Diego Unified School District – Rosa Parks Elementary School, Monroe Clark Middle School, and Hoover High School – and a network of community school support services to remove barriers to learning and increase students’ and families’ engagement in school. San Diego State University and Price Charities actively support the work and enhance the resources of the administrators, principals, teachers, and staff of the three Collaborative schools.

**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**

Envision a coherent, articulated pre-K-12 educational institution and program, with integrated, comprehensive community school support services. *E*

Develop a strategy for dramatic, demonstrable improvement in academic achievement and students’ and families’ wellbeing, and to that end fosters a culture of innovation and receptivity to experimentation and change among Collaborative and school personnel. *E*

Solicit and incorporate input from school and Collaborative staff, the community, and the Collaborative governing board. *E*

Work closely with, and forge a team approach to school operations among, key Collaborative personnel, including the school principals, director of educational programs, director of community school services, grants director, and director of administration, finance, and personnel services. *E*

Recommend to the governing board the appointment, resignation and dismissal of key Collaborative and school personnel. (See personnel organizational chart below.) If a recommendation for appointment is not approved by the governing board, brings forward another recommendation for approval. *E*

Coordinate with San Diego State University and Price Charities for the efficient and effective use of their resources in the Collaborative schools, including curriculum innovation, teacher professional development, student-teacher involvement and training, and expansion and improvement of community school services.*E*

Envision and plan for a coherent and articulated transition of children and families from neighborhood pre-K programs into the elementary school. *E*

Exercise general authority over all branches of the Collaborative, including educational, community school support services, and business administration. *E*

Report regularly to the Collaborative governing board as to the administration of the schools, including educational programs, community school support services, business matters, and other Collaborative activities. *E*

Direct the preparation of a comprehensive Collaborative budget, including all grants, contributions from San Diego State University and its faculty, Price Charities, and others, and all local, state, and federal funding, for submission to the Collaborative governing board, and directs the administration of the budget upon approval. *E*

Act as the chief public relations officer for the Collaborative to inform the City Heights community, the School District, the relevant unions, and other interested parties of Collaborative actions, programs, and activities. *E*

Notify the governing board members of all regular and special meetings; keeps or causes to be kept full and accurate minutes of all proceedings; conduct all official correspondence and signs all documents required by law or action of the governing board. *E*

Form advisory councils or committees as appropriate to assist in formulating program policies and procedures. *E*

Provide for the creation and administration of quality in-service training for all Collaborative employees and approves conference/workshop attendance. *E*

Make recommendations to the governing board for change in procedures and policies which are considered to be in the best interest of students, employees, and the community. *E*

Attend conferences and workshops which benefit his/her professional growth. *E*

Represent the Collaborative in working with federal, state, county and other agencies. *E*

Take action during times of emergency and report such action to the governing board as soon as possible. *E*

Recommend to the Collaborative governing board an objective evaluation process to assess his/her performance as Executive Director on an annual basis at a date agreed to with the governing board, and participates in such process. *E*

Evaluate regularly per published schedule, the performance of the other key Collaborative officers and other supervised staff. *E*

**EDUCATION AND EXPERIENCE:**

Minimum of a master's degree, preferably in educational leadership and administration with significant experience in executive-level management of a complex educational or other organization. Teaching and principal experience is preferred.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Pre-K-12 public education challenges in a low-income, largely English-learner community.
- School administration within a large school district; educational programs, personnel, finance, facilities.
- School academic and community school support services.
- Faculty leadership and teacher professional development.
- Collaborative approaches to coordinating instructional and support programs.
- Evaluation methods to determine program effectiveness.
- Applicable laws, rules, policies and regulations.
- Ethnically and linguistically diverse communities.
- Grants research and application process.
- English Language Learner needs.

**ABILITY TO:**

Provide assistance as assigned to the instructional program and operations in assigned area schools.

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

Communicate effectively, both orally and in writing, with staff and community in a multiethnic educational environment.

**WORKING CONDITIONS:** Office environment and travel to school sites or other locations to fulfill job duties.

**PHYSICAL ABILITIES:**

Dexterity of hands and fingers to operate a computer keyboard; sitting 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 1100

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