

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Executive Director, Dropout Prevention	REPORTS TO:	Deputy Superintendent
DEPARTMENT:	Office of the Deputy Superintendent	CLASSIFICATION:	Certificated Management
FLSA:	Exempt	SALARY GRADE:	038
ISSUED:	June 23, 2009		

BASIC FUNCTION:

Direct, plan, organize, and control a comprehensive district dropout/prevention program.

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

Provide leadership in the development, implementation, and evaluation of a comprehensive dropout prevention program. ***E***

Develop and oversee implementation of a strategic plan for system-wide dropout prevention. ***E***

Work closely with senior high principals in the oversight of Graduation Coaches. ***E***

Initiate strategies to develop new ideas and gather feedback from stakeholders, i.e., convene at parent support groups, meet periodically with student groups, and conduct system-wide surveys. ***E***

Oversee incentive programs for increasing student attendance, e.g., "Game On." ***E***

Oversee programs to facilitate the re-entry of student who have dropped out of the educational system, e.g., "Project Recovery." ***E***

Work closely with high school principals in the administration of California High School Exit Examination (CAHSEE) preparation classes and the Practice CAHSEE. ***E***

Work closely with high school principals and key central office staff in the implementation of credit recovery programs. ***E***

Direct student leadership development and mentoring programs, e.g., "10 to Succeed." ***E***

Direct positive behavioral programs including the Positive Behavioral Interventions and Supports (PBIS) program implemented at identified schools. ***E***

Evaluate the effectiveness and efficacy of district dropout programs. ***E***

Coordinate with school personnel to assure adherence to state laws, local school board policies, and school system guidelines regarding dropouts. ***E***

Develop an annual dropout data report. ***E***

Establish, direct, and participate in committees relating to dropout prevention. ***E***

EDUCATION AND EXPERIENCE:

A combination equivalent to a Master's Degree in education and three years of experience in educational leadership assignments. A doctorate is preferred.

LICENSES AND REQUIREMENTS:

Valid Administrative Credential.
Valid California Driver's license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Federal, state and local requirements regarding dropout prevention programs.
Outside agencies offering support and assistance with dropout prevention.
Current literature, trends, and developments in the field of dropout prevention programs.
Principles of high school supervision, organization, and administration.
The needs of students at risk of not earning their high school diplomas.
Effective "jump-start" strategies for working with students who have low achievement.
Collaborative and team building strategies
District organization, operations, policies, and objectives.
Budget preparation and control.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.

ABILITY TO:

Effectively lead district change efforts in the area of dropout prevention.
Set high-level goals, develop long-range plans, and accept personal accountability for moving in the direction of the goals.
Establish and maintain effective working relationships.
Problem-solve using extensive data (when available) to determine solutions.
Provide leadership and direction to assigned program.
Plan, organize, and administer an assigned program.
Train and evaluate the performance of assigned staff.
Review existing and pending legislation related to procedural guidelines and recommend origination, modification, or support of legislative measures.
Maintain current knowledge of applicable provisions of federal, state and district laws, rules, and regulations.
Access the effectiveness of programs and activities.
Interpret, apply and explain rules, regulations, policies, and procedures.
Operate a computer and assigned office equipment.
Meet schedules and time lines.
Plan and organize work.
Prepare comprehensive narrative and statistical reports.
Direct the maintenance of a variety of reports and files related to assigned activities.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor office environment.

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.