

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Manager, Dropout Prevention	REPORTS TO:	Area Superintendent, Instructional Support Services Division
DEPARTMENT:	Instructional Support Services Division	CLASSIFICATION:	Certificated Management
FLSA:	Exempt	SALARY GRADE:	030 AASD
ISSUED:	May 11, 2010		

BASIC FUNCTION:

Plan, organize, and manage a comprehensive district dropout prevention program.

REPRESENTATIVE DUTIES:

***E* = Essential Functions**

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

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

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

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

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

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

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 for presentation to the Board of Education. ***E***

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

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

A combination of education, training and/or experience equivalent to a master's degree in educational leadership or related field, and one year of leadership experience.

LICENSES AND REQUIREMENTS:

Valid Administrative Credential or willingness to concurrently earn this credential through participation in an administrative credential program while in the assignment.
Valid California driver's license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Federal, state and local requirements regarding dropout prevention programs.
Community-based agencies offering support and assistance with dropout prevention.
Current literature, trends, and developments in the field of dropout prevention programs.
The needs of students at risk of not earning their high school diplomas.
Collaborative and team building strategies.
District organization, operations, policies, and objectives.
Budget preparation and control.
Operation of a computer and assigned software.

ABILITY TO:

Effectively manage district change efforts in the area of dropout prevention.
Establish and maintain effective working relationships using tact, patience and courtesy.
Problem-solve using extensive data (when available) to determine solutions.
Plan, organize, and administer assigned programs.
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.
Assess the effectiveness of assigned 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.
Effectively communicate, both orally and in writing.

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.

Issued: 5.11.10

Job Code 1508

JB