

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

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|--------------------|------------------------------------|------------------------|---------------------|
| TITLE: | Performance Improvement Specialist | REPORTS TO: | Assigned Supervisor |
| DEPARTMENT: | Human Resource Services | CLASSIFICATION: | Classified |
| FLSA: | Non-Exempt | SALARY GRADE: | 060 OTBS |
| ISSUED: | July 1, 2001 | | |

BASIC FUNCTION:

Act as a district performance improvement and organizational development resource; independently perform needs assessments; develop and recommend interventions; analyze and evaluate data.

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 performance improvement and organizational development services to schools, departments, groups, and individual employees. **E**

Design needs assessments and evaluation tools to measure impacts and causes; collect data using a variety of methods including surveys, interviews, and focus groups; develop statistical summaries and reports. **E**

Identify areas in need of change and apply a variety of problem-solving techniques; design activities to improve effectiveness of systems and groups. **E**

Evaluate results of organizational and performance improvement activities, and make recommendations with alternative solutions to principals and department heads. **E**

Analyze job performance problems and make appropriate recommendations. **E**

Research training and development issues, processes, and methods to assess their suitability for district application. **E**

Develop lesson plans, instructional materials, and activities using instructional models and apply appropriate training techniques. **E**

Arrange for consultants to provide training as needed. **E**

Operate a variety of audiovisual equipment including video equipment and LCD projectors; operate a microcomputer and software applications. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to graduation from a recognized four-year college or university with a major in human resources management and development, business administration, behavioral sciences, or related field and four years of experience in developing and implementing a wide variety of employee performance improvement interventions, facilitated group processes, and organizational development programs.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license and availability of private vehicle (mileage expense allowance provided).

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Identifying organizational systems and dynamics.
Adult learning principles.
Group process dynamics.
Facilitating various sized groups.
Applying performance improvement principles.
Coaching and training methods and techniques.
Written and oral communication skills.

ABILITY TO:

Perform research, performance analysis including task and gap analysis, cause analysis, intervention selection, and implementation and evaluation.
Use organizational performance models, instructional design, change management, problem solving, consulting to prepare and implement training program designs and logistics.
Operate standard office equipment including microcomputers and related software applications, and to operate audiovisual equipment.
Plan, organize, and manage multiple priorities.
Prepare reports.
Communicate effectively orally and in writing.
Establish and maintain effective working relationships with others.
Analyze and diagnose situations accurately and adopt an effective course of action.
Work independently with little direction.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor office environment.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information in person and on the telephone; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store materials and files; lifting light objects.

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Job Code 7086

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