

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Administrator, Instructional Operations	REPORTS TO:	Chief of Staff
DEPARTMENT:	Office of the Superintendent	CLASSIFICATION:	Classified Management
FLSA:	Exempt	SALARY GRADE:	030 AASD
REVISED:	September 17, 2013		

BASIC FUNCTION:

Direct and lead assigned daily operations and functions of the Office of the Superintendent; formulate and develop policies, procedures, and programs; collaborate with branch executive managers and directors to coordinate efforts; facilitate communication among divisions/departments and monitor work flow, especially with regard to Board of Education agenda items for the Superintendent and Chief of Staff.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhausted list of all duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Serve as primary branch contact for operational issues in the areas of communication, project management, personnel, budget, and workflow monitoring (especially with regard to Board of Education agenda items) in collaboration with the Chief of Staff. *E*

Support the Chief of Staff and Superintendent to implement operational functions and action items determined in the Superintendent's Cabinet. *E*

Collaborate and communicate with branch executive directors to assign tasks within each division; coordinate with the Superintendent's Executive Leaders to assess progress in achieving assigned tasks and goals, help establish work priorities, and assure that task deadlines are established and honored. *E*

Communicate with school principals and other administrators, staff, and outside organizations to coordinate activities and programs, resolve issues and conflicts, exchange information, and develop policies and procedures to encourage effective and efficient management controls. *E*

Independently identify resources within and outside of the district needed to accomplish specific tasks. *E*

Act on behalf of the Chief of Staff in his/her absence at Executive Committee. *E*

Serve as the representative of the Office of the Superintendent on assigned work groups, committees, and task forces. *E*

Provide technical expertise, information, and assistance to the Superintendent and Chief of Staff. *E*

Implement policies and procedures necessary to ensure all divisions within the branch are in compliance. *E*

Coordinate and lead the development of the Superintendent's Board Agenda planning with the Director of Board Services and monitor the action items to ensure implementation. *E*

Liaison with the Parent Support Liaison Department to ensure critical information is communicated to the Office of the Superintendent. *E*

Coordinate with the Office of Quality Neighborhood Schools and School Support Services to review, revise, and communicate the Administrative Procedures. *E*

Write board reports, concept papers, sensitive correspondence, and other communications. *E*

Direct the preparation and maintenance of a variety of narrative and statistical reports. *E*

Oversee major special projects as directed by the Superintendent and Chief of Staff. *E*

Work with other branch representatives on special project work groups relating to district-wide initiatives and plans, such as budget and reorganization. *E*

Maintain liaison with community agencies, institutions of higher education, and funding entities. *E*

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of education, experience, and/or training equivalent to a degree in business management, education, management information systems, or related field and five years of relevant experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

District programs, functions, and reform initiatives.

Board item preparation and processing.

Principles and techniques of budget preparation and control.

Presentation, communication, and facilitation of techniques to promote collaboration.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

Reading and writing English communication skills.

Interpersonal skills using tact and diplomacy.

District organization and familiarity with all programs and services in the Office of the Superintendent and Chief of Staff.

Report writing techniques.

Operation of a computer and other office equipment.

Computer software including Word, Power Point, Excel, Windows, and desktop publishing.

Instructional and/or business practices, trends, district objectives, state and federal grants, and other programs.

Applicable sections of State Education Code and district policies and regulations.

State and federal education programs, compliance regulations, and legislation.

ABILITY TO:

Design and implement sound procedures relating to the operations of the Office of the Superintendent and

Chief of Staff.

Write complex board reports.

Prepare complex correspondences to the Superintendent and Board of Education on behalf of the Chief of Staff.

Analyze situations, adopt an effective course of action, and assume responsibility for actions.

Work independently with little direction.

Perform sensitive tasks and control confidential information.

Independently perform highly complex research and special assignments.

Interpret, apply, write, design, and explain district policies, procedures, rules, and regulations.

Perform a wide variety of specialized duties.

Maintain confidentiality concerning sensitive issues.

Plan, organize, and manage work.

Communicate effectively verbally and in writing.

Establish and maintain cooperative and effective working relationships with all levels of district staff, outside agencies, and the public.

Prepare presentations, provide training, and utilize facilitation skills.

Direct the maintenance of statistical records and preparation of comprehensive, highly complex reports.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor office environment.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents; 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 files and supplies; lifting light objects.

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