

**SAN DIEGO UNIFIED SCHOOL DISTRICT  
POSITION DESCRIPTION**

---

<b>TITLE:</b>	Director, School Innovation	<b>REPORTS TO:</b>	Executive Director, Leadership and Learning
<b>DEPARTMENT:</b>	School Innovation	<b>CLASSIFICATION:</b>	Certificated Management
<b>FLSA:</b>	Exempt	<b>SALARY GRADE:</b>	034 AASD
<b>REVISED:</b>	April 29, 2014		

---

**BASIC FUNCTION:**

Direct, manage, coordinate, and supervise the development and implementation of innovative district programs and initiatives including Magnet programs; work with the High School Resources Officer to create pathways to innovation.

**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***

Design, organize, manage, and direct innovative K-12 programs designed to provide varied and diverse pathways for success; envision next steps, enhance, and expand the design of these initiatives. ***E***

Responsible for all required district, state and federal reporting and documenting related to the included programs in accordance with policy and guidelines. ***E***

Monitor the successful accomplishment of project goals and objectives. ***E***

Develop and prepare the annual preliminary budget for the department; analyze and review budgetary and financial data; ensure complete fiscal responsibility for expenditures and budgetary allocations. ***E***

Plan, develop, and write district-approved federal, state, and local grant applications. ***E***

Collaborate with and assist Area Superintendents, the Executive Director, Leadership and Learning, and the appropriate content areas to develop and organize professional development related to magnet themes and innovative instructional design and practices including Common Core State Standards, innovative teaching practices and the integration of 21<sup>st</sup> century literacies; recruit and contract experts to consult and support administrators, resource staff, and teachers. ***E***

Work with Assessment Services staff to analyze student achievement, program design, implementation and effectiveness of the instructional programs and initiatives, district professional development and support strategies for the district, state, and federal agencies in accordance with funding requirements; prepare Board reports on matters related to the work of the department and others as requested. ***E***

Plan, organize, direct, coordinate, and supervise the development and implementation of district-approved magnet schools in accordance with district policies and guidelines. ***E***

Perform a variety of major special projects, such as fairs and publications, affecting district-wide magnet personnel and community members, including programs and activities. ***E***

Plan, develop, and implement recruitment and marketing plans for district magnet schools and other specialty schools that include the development, implementation, review, and analysis of parent surveys and community interest in thematic educational programs. *E*

Serve as liaison with other district and school choice administrators, personnel, and outside organizations to coordinate activities and programs, resolve issues and exchange information; serve on district-wide committees, task forces, and panels; develop policies and procedures to encourage effective and efficient district magnet programs. *E*

Chair appropriate committees. *E*

Support and evaluate the performance of assigned staff; provide continuing professional development for the department staff; interview and select employees and recommend transfers, reassignment, termination, and disciplinary actions. *E*

Represent the district at national, state, and local meetings and conferences. *E*

Communicate with other administrators and district personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts, and exchange information. *E*

Review existing and pending legislation related to procedural guidelines which are interrelated to the department's programs and recommend origination, modification, or support of legislative measures. *E*

Operate a computer and assigned software programs and other office equipment. *E*

Perform related duties as assigned.

**EDUCATION AND EXPERIENCE:**

A combination of training, experience, and/or education equivalent to graduation from a recognized college or university with a master's degree in education and three years of recent, directly related experience in educational leadership assignments. Supervisory experience is highly preferred.

**LICENSES AND OTHER REQUIREMENTS:**

Valid Administrative Credential.

Valid California driver's license.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Current and research and effective theories, and methodologies for the design and successful implementation of specialized learning environments such as standards based instruction, global competency, and educational access and acceleration for all students.

Instructional leadership at the site level.

Professional and curriculum development design including Common Core State Standards, innovative teaching practices and the integration of 21<sup>st</sup> century literacies.

Current and past national, regional, and local magnet programs and thematic educational programs.

Budget preparation and control.

Oral and written communication skills.

Principles and practices of administration, supervision, and training.

Applicable laws, codes, regulations, policies, and procedures.

Collaborative interpersonal skills using tact, patience, and courtesy.

Operation of a computer and assigned software.

**ABILITY TO:**

Plan, organize, manage, and direct innovative school programs for the District.

Review existing and pending legislation related to procedural guidelines and Magnet programs and other related academic programs and recommend origination, modification or support of legislative measures.

Provide instructional leadership and direction to initiatives focused on improving the performance of students.

Collaborate with various curriculum departments to plan, implement and evaluate rigorous academic programs.

Develop and support related professional development efforts, including best practice, 21<sup>st</sup> century literacies, and CCSS.

Understand and support curriculum design and planning in order to serve all students represented at a school site.

Direct the maintenance of a variety of reports and files related to assigned activities.

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

Maintain current knowledge of applicable federal, State, and District laws, rules, and regulations.

Interpret, apply and explain rules, regulations, policies, and procedures.

Manage, train, support, and evaluate the performance of assigned staff.

Communicate effectively both orally and in writing with district staff, parents and the community related to magnet programs.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Meet schedules and time lines.

Plan and organize work.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

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 9.17.13

Job Code 1142

PH