

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

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| TITLE: | Director, Special Projects-Instruction | REPORTS TO: | Executive Director, Leadership and Learning |
| DEPARTMENT: | Leadership and Learning | CLASSIFICATION: | Certificated Management |
| FLSA: | Exempt | SALARY GRADE: | 034 |
| ISSUED: | April 29, 2014 | | |

BASIC FUNCTION:

Plan, organize, control and direct special projects and general administrative and staff support programs related to functions in the Leadership and Learning Division.

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

Plan, organize, control and direct special projects related to functions in the Leadership and Learning Division as assigned by the Executive Director, Leadership and Learning. *E*

Coordinate and provide leadership and direction for all departments and programs within the scope of responsibility. *E*

Participate in district-wide initiatives and plans. *E*

Provide technical expertise, information and assistance to the Executive Director, Leadership and Learning, regarding assigned functions; assist in the formulation and development of policies, procedures and programs; advise the Executive Director, Leadership and Learning, of unusual trends or problems and recommend appropriate corrective action. *E*

Plan, organize and implement long and short-term projects and activities designed to develop assigned programs and services. *E*

Make recommendations concerning the implementation of goals and objectives as well as proposed Board policy; provide administrative oversight for the preparation and assure the completion of reports and interpretation of related data for district administrators, staff and the public for effective decision-making. *E*

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel. *E*

Develop collaborative service delivery methods, teams and organizational structure in the context of increased effectiveness; encourage effective new practices and methods; assure coordination of division activities with other units and designated priorities; provide status reports on progress of priorities; contribute to school improvement efforts. *E*

Advise the Executive Director, Leadership and Learning, and district administrators on regulations, policies and procedures; serve on committees, task forces and ad hoc groups as necessary to coordinate functions for assigned areas of responsibility. *E*

Advise the Executive Director, Leadership and Learning, on a wide variety of district matters; receive direction on district priorities and programs and provide for proper implementation. *E*

Attend or participate in Board and committee meetings and other activities deemed necessary by the Executive Director, Leadership and Learning, in order to accomplish objectives. *E*

Review existing and pending legislation to assure district compliance with laws and procedures related to assigned areas of responsibility and make recommendations on changes which may result in more efficient operation of the District. *E*

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

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

Perform other duties as assigned.

EDUCATION AND EXPERIENCE:

A combination of training, experience and/or education equivalent to a master's degree in a related field and seven years of progressively responsible management experience.

LICENSES AND OTHER REQUIREMENTS:

Valid Administrative Credential.
Valid California driver's license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Organizational development principles and practices.
Techniques and strategies for managing a large, diverse organization.
Laws, regulations and district policies pertinent to assigned areas of responsibility.
Principles and techniques of budget preparation and control.
Oral and written communication skills.
Principles and practices of administration, supervision, and training.
Applicable laws, codes, regulations, policies, and procedures.
Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Provide leadership and direction in assigned functions.
Review existing and pending legislation related to assigned programs and recommend origination, modification, or support of legislative measures.
Maintain current knowledge of applicable provisions of federal, state, and district laws, rules, and regulations.
Communicate effectively both orally and in writing.
Interpret, apply and explain rules, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.
Analyze problems, make decisions, and be responsible for those decisions.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Supervise and evaluate the performance of assigned staff.

WORKING CONDITIONS:

ENVIRONMENT: Indoor, office setting.

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.

Job Code 1164
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