

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Director, Special Projects- Operations	REPORTS TO:	Executive Director, Facilities Planning and Construction
DEPARTMENT:	Facilities Planning and Construction	CLASSIFICATION:	Classified Management
FLSA:	Exempt	SALARY GRADE:	037
REVISED:	April 29, 2014		

BASIC FUNCTION:

Plan, organize, control and direct special projects and general administrative and staff support programs related to district functions except those specific areas reserved by the Superintendent.

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 district functions including: School and Facilities Realignment, IT Services, Financial Services, Facilities, Food Services, Instructional Facilities, Physical Plant Operations, Transportation Services, Communications, Human Resources, School Police Services Departments, Neighborhood Schools and Enrollment Options, and the district's real estate sales and transactions. *E*

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

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

Provide technical expertise, information and assistance to the Superintendent and Executive Director, Facilities Planning and Construction, regarding assigned functions; assist in the formulation and development of policies, procedures and programs; advise the Superintendent and Executive Director, Facilities Planning and Construction, 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 interpretations of related data for District administrators, staff and the public for effective decision-making by managers and the. *E*

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

Make presentations to the Board of Education; convene District administrators and staff to discuss District operations, services and issues; prepare agenda for and chair executive committees in the absence of the Superintendent. *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 divisional activities with other units and designated priorities; provide status reports on progress of priorities; contribute to school improvement efforts. *E*

Advise the Superintendent 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 Superintendent on a wide variety of District matters; receive direction on District priorities and programs and provide for proper implementation through District management staff. *E*

Attend or participate in required District, Board and committee meetings and other activities deemed necessary by the Superintendent in order to accomplish the objectives of the position and for professional achievement; represent and act on behalf of the Superintendent as directed. *E*

Facilitate and coordinate District operations to involve staff in providing support and participation in support of the District's mission; support the Superintendent's goals to involve staff in working to assure student achievement. *E*

Serve as liaison between Administrators, Principals and Superintendent; work with Administrators and Principals to resolve school-based concerns and problems and ensuring adherence to established policies, procedures and standards; advise and assist subordinates, as necessary, resolving problems as non-routine situations arise. *E*

Provide direction, coordination and support of special projects related to the financial planning, budgeting process, and expenditure reporting as required for internal management of division/departments as necessary for conformance to District financial policies and procedures. *E*

Review existing and pending legislation to assure district compliance with laws and procedures related to fiscal processes and make recommendations on changes which may result in more efficient operation of the district; recommend waivers. *E*

Respond to concerns of the community regarding schools and facilities; coordinate with community agencies to address the problems and needs of the schools and their students. *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 five to seven years of progressively responsible management experience.

LICENSES AND OTHER REQUIREMENTS:

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 real estate transactions, redevelopment projects, charter schools and construction/renovation of school facilities.

Contract law and real estate terminology involved in real estate transactions.

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.

Issued: 6.18.13

Job Code 1257

PH