

**SAN DIEGO UNIFIED SCHOOL DISTRICT
POSITION DESCRIPTION**

TITLE:	Executive Director, Leadership and Learning	REPORTS TO:	Superintendent of Public Education
DEPARTMENT:	Leadership and Learning	CLASSIFICATION:	Certificated Management
FLSA:	Exempt	SALARY GRADE:	046
REVISED:	July 28, 2015		

BASIC FUNCTION:

Plan, direct, control and oversee all aspects of leadership and learning programs for the District; plan, direct, organize, control and support all schools and principals in quality instruction; provide leadership, direction and supervision to assigned instructional support programs and staff.

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, direct, control and oversee all aspects of the leadership and learning programs for the District. ***E***

Provide leadership, support and accountability in the development, implementation and coordination of the district's K-12 instructional program aligned with common core curriculum standards. ***E***

Provide leadership and supervision for departments within the Leadership and Learning Division, including Assessment Services; Early Childhood Education; Extended Learning Opportunities and Supplemental Educational Services; Instructional Materials and Resources; GATE; Mentor Principals; Special Projects Instruction; Summer School; Content Areas; Leadership Development; Office of Language Acquisition; Response to Instruction and Intervention; School Innovation; Teacher Preparation and Support; Teaching and Learning Support; and Visual and Performing Arts. ***E***

Manage and oversee the development and implementation of a leadership development program for certificated and classified staff; provide support and coaching to principals and principal coaches; identify leadership components and provide continuum of professional development across the district. ***E***

Oversee all aspects of the leadership program to ensure high quality delivery and achievement of objectives; balance innovation with district needs. ***E***

Collaborate and build partnerships with college and university leadership development programs. ***E***

Design, develop, and create training materials and planning activities necessary to meet program objectives. ***E***

Plan, organize and conduct trainings and serve as coach/mentor for principals and principal coaches. ***E***

Coordinate the State of California Administrator Preparation Program (AB 430). ***E***

Provide support to the Superintendent, Chief of Staff and Area superintendents; act as a resource regarding principal evaluation. *E*

Coordinate county services for district site administrators. *E*

Assist Human Resources staff in recruitment processes for site administrators. *E*

Collect and analyze project data to measure the impact and evaluate the effectiveness of professional development activities. *E*

Plan and recommend programs and policies for the provision of leadership development district-wide and coordinate activities with other division, departments, and staff functions. *E*

Delegate projects and oversee progress of the leadership development team; interact with all levels of District leadership, including the Superintendent. *E*

Direct the preparation and administration of the division budget and ensure efficient and effective use of resources to accomplish goals and objectives. *E*

Plan and direct a program of performance evaluation for all district staff. *E*

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

Select, train, supervise and evaluate performance of assigned personnel. *E*

Perform other related duties as assigned.

EDUCATION AND EXPERIENCE:

A combination of education, training and experience equivalent to a master's degree in education, education leadership or related field and seven years of progressively responsible management experience, including experience as an administrator with significant experience in leadership development and education administration.

LICENSES AND REQUIREMENTS:

Valid Administrative Services 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.

District curriculum and school instructional programs.

Principles and techniques of budget preparation and control.

Principles and practices of administration, supervision, and training.

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

Oral and written communication skills.

Interpersonal skills using tact, patience, and courtesy.

ABILITY TO:

Provide leadership and direction in assigned programs.
Develop and implement a leadership development program with an emphasis on support for principals.
Coach principals and train and coordinate the work of principal coaches.
Communicate effectively, both orally and in writing, with staff and the community.
Maintain current knowledge of applicable provisions of applicable federal, state and district laws, rules, and regulations.
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 situations accurately and adopt an effective course of action.
Prepare comprehensive narrative and statistical reports.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Select, train, and evaluate performance of assigned personnel.

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.

Revised 04/29/14

Job Code 1140

PH/AT