

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

---

<b>TITLE:</b>	Executive Director, Secondary Schools	<b>REPORTS TO:</b>	Superintendent
<b>DEPARTMENT:</b>	Secondary Schools	<b>CLASSIFICATION:</b>	Management
<b>FLSA:</b>	Exempt	<b>SALARY GRADE:</b>	042
<b>REVISED:</b>	July 28, 2015		

---

**BASIC FUNCTION:**

Plan, organize, manage, and direct the daily operations of assigned functions within the Secondary Schools Department; review, develop, implement, and communicate district-wide policies and procedures to ensure compliance; conduct research, analyze data, and prepare statistical reports to support and implement best practices; plan, direct, organize, control and support district-wide high school programs; provide professional development opportunities for site administrators; oversee the work of a mentor principal for high school operations.

**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**

Provide leadership and supervision for the day-to-day operations of assigned areas of responsibility, including Adult Education, College, Career, and Technology Education; Physical Education, Health and Athletics, Secondary Counselor Support, Secondary School Redesign; Secondary Teaching and Learning; Advanced Studies, Course of Study, UC A-G Course List Submission, UC A-G Course Syllabus Writing Support and Linked Learning; supervise staff of assigned programs. ***E***

Provide leadership to site administrators in assessing school needs and effectiveness and determining objectives as the basis for developing long-and short-range plans. ***E***

Act as a resource to site administrators in the development of school plans and organizational procedures for the health, safety, discipline, and conduct of pupils as established in district procedures. ***E***

Provide direction on the business operations of schools, including management of all assigned budgets and effective use of curriculum materials, instructional supplies, equipment, building facilities, and school grounds. ***E***

Provide a wide range of professional development opportunities for site administrators. ***E***

Act as the liaison to the UC President's Office. ***E***

Assist the Executive Director, Leadership and Learning, with special studies, projects, and investigations. ***E***

Develop, organize, and implement policies, long-and short-range plans, and provide accountability for financial/resource strategies to support the district’s instructional program. *E*

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

Provide direction for program and fiscal planning, curriculum development, professional development, special programs, budgeting, staffing, implementation, monitoring, and evaluation of assigned programs. *E*

Develop, allocate, and monitor budgets for assigned programs, facilities, equipment, and inventories to ensure fiscal responsibility. *E*

Establish, direct, and participate on committees for program planning, implementation, and monitoring. *E*

Plan and recommend programs, objectives, and procedures for the division. *E*

Train, supervise, and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. *E*

Perform related duties as assigned.

**EDUCATION AND EXPERIENCE:**

A combination of training, experience and/or education equivalent to a master’s degree in education or related field and seven years of leadership experience in education administration.

**LICENSES AND REQUIREMENTS:**

- Valid Administrative Services Credential.
- Valid California driver’s license.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Organizational development policies and practices.
- Applicable sections of California Education Code and other applicable codes, laws, rules, and regulations related to assigned activities.
- District organization, operations, policies, procedures and objectives.
- Oral and written communication skills.
- Budget preparation and control.
- Principles and practices of administration, supervision, and training.
- Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

- Establish and maintain effective working relationships with others using tact, patience, and courtesy.
- Analyze problems, make decisions, and be responsible for those decisions.
- Problem-solve using extensive data when available to determine solutions.
- Plan, organize, and administer assigned program.
- Select, train and evaluate the performance of assigned staff.
- Review existing and pending legislation related to procedural guidelines and recommend origination, modification, or support of legislative measures.
- Read, interpret, apply and explain rules, regulations, policies, and procedures.
- Operate a computer and assigned software.
- Meet schedules and time lines.
- Plan and organize work.

Prepare comprehensive narrative and statistical reports.  
Direct the maintenance of a variety of reports and files related to assigned activities.

**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 06/09/15  
Job Code 1136  
AT