

**SAN DIEGO UNIFIED SCHOOL DISTRICT
POSITION DESCRIPTION**

TITLE:	Program Manager, Secondary Teaching and Learning	REPORTS TO:	Executive Director, Secondary Schools
DEPARTMENT:	Secondary Teaching and Learning	CLASSIFICATION:	Certificated Management
FLSA:	Exempt	SALARY GRADE:	030 AASD
REVISED:	July 01, 2015		

BASIC FUNCTION:

Coordinate and manage special projects within the Office of Secondary Teaching and Learning, including academic and behavioral interventions and supports; facilitate cross departmental functions, communication, and collaboration to support effective implementation of key instructional initiatives leading to college and career readiness for all students.

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

Coordinate and manage special projects and district initiatives including cross-departmental projects such as Report Cards and Grading, Multi-Tiered System of Support (MTSS)/for Response to Instruction and Intervention (RTI²), Online Learning and Graduation Coaches, and College and Career Readiness. ***E***

Collaborate with all departments within High School Resources to support and facilitate implementation of Common Core State Standards, Curriculum Development and alignment, and Professional Development; develop and align Assessments, and communicate and engage with staff and parents. ***E***

Coordinate and manage district initiatives for evidence-based academics and behavior intervention and support; research and develop guidance documents and tools; vet materials and resources; coordinate and meet with vendors; draft or review proposals; assist in development of contracts; coordinate implementation and professional development; monitor and review data to determine effectiveness. ***E***

Develop, review and monitor policies, procedures, and programs related to Secondary Teaching and Learning; provide analysis and advice regarding strengths as well as trends or issues and recommend appropriate action for improvement or correction. ***E***

Represent Secondary Teaching and Learning on district committees, work teams, and parent and community committees. ***E***

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

Review and analyze legislation and pending legislation related to Secondary Teaching and Learning and assist in drafting recommended district responses in support, opposition, or modification of legislation. *E*

Provide expertise, information, and support to district managers, Area Superintendents, principals, and staff. *E*

Facilitate effective communications between Secondary Teaching and Learning and other district offices, school principals, staff, parents, and other stakeholders. *E*

Identify grant opportunities; develop and write grant proposals to support teaching and learning. *E*

Assist in determining and developing priorities, and related budget development and management. *E*

Develop and prepare related reports, plans, and presentations; including Board Reports, and State and Federal required plans and reports. *E*

Work closely with high school principals and key central office staff in the implementation and support of related programs and supports, which may include online learning, credit recovery, graduation coaches and requirements, PBIS, interventions, and RTI. *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. *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 and minimum of five years of recent, directly related teaching and/or leadership experience. Experience with PBIS and academic intervention and support 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 instruction, teaching and learning.
- Professional and curriculum development design, including differentiation for Students with Disabilities and English Learners.
- Common Core State Standards, Next Generation Science Standards, innovative teaching practices, and the integration of 21st century literacies.
- Multi-Tiered System of Support (MTSS)/for Response to Instruction and Intervention (RTI²).
- Positive Behavioral Intervention and Support (PBIS).
- State and federal accountability, and effective data analysis.
- District, state, and federal policies and procedures related to teaching and learning.
- Effective oral and written communication skills.
- Applicable laws, codes, regulations, policies, and procedures.
- Collaborative interpersonal skills using tact, patience, and courtesy.

ABILITY TO:

- Plan, organize, and manage special projects.
- Review, analyze, and synthesize existing and pending policies, procedures, and legislation related to academic programs and recommend origination, modification or support of such 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.
- Understand and support curriculum design and planning in order to serve all students represented at a school site.
- Maintain and manage a variety of reports and files related to assigned activities.
- Monitor the successful accomplishment of project goals and objectives.
- Plan, develop, and write district-approved federal, state or local grant applications.
- 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.
- Communicate effectively both orally and in writing with district staff, parents and the community
- Write effectively for reports, presentation, grants, applications, and other written communications.
- Establish and maintain positive, cooperative, and effective working relationships with others.
- Operate a computer and assigned software programs and other 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.

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