

**SAN DIEGO UNIFIED SCHOOL DISTRICT  
POSITION DESCRIPTION**

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<b>TITLE:</b>	Superintendent of Public Education	<b>REPORTS TO:</b>	Board of Education
<b>DEPARTMENT:</b>	Office of the Superintendent	<b>CLASSIFICATION</b>	Management
<b>FLSA:</b>	Exempt	<b>SALARY GRADE:</b>	Off Schedule
<b>REVISED:</b>	June 18, 2013		

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**LEADERSHIP PROFILE:**

The Superintendent must be visionary, innovative, and a results oriented individual with a demonstrated ability to manage a culturally diverse large urban district. The Superintendent must be digitally literate; a digital age person who is globally aware and has a passion to engage, empower, prepare and educate all children for the 21<sup>st</sup> century and global economy as well as anticipate technological progress and its use in the classroom. The leader of the District is expected to provide innovative and forward thinking solutions that include improving student achievement, reducing the dropout rate, and recruiting and retaining quality employees. The Superintendent must be a politically astute problem solver with exceptional communication skills and fiscal oversight experience to address the District's current financial issues.

The Superintendent must possess strong interpersonal skills that enable collaboration and consensus building in securing the necessary political and financial support for the short-and long-term goals of the District. The Superintendent must be highly visible and skilled to advocate for K-12 education, at both statewide and national levels, and in the local community. The Superintendent must be able to translate a record of successful experience in managing a large organization to building an effective administrative team for fiscal matters and human resources. The administrative team is expected to place service to students as the primary focus, to encourage parent involvement, to set and achieve goals that have a broad base of support and to be accountable for those outcomes.

The Superintendent must also have an understanding of the development, implementation, and evaluation of curriculum and National Standards, including the impact of the Elementary and Secondary Education Act (ESEA) and other state and federal legislation relevant to public education.

**BASIC FUNCTION:**

Serve as chief executive officer of the Board of Education and the chief administrative officer of the District; provide leadership and direction for the planning, implementation, and management of the educational and operational programs of the District.

**REPRESENTATIVE DUTIES:** (An incumbent 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 principle job elements.)

(E= indicates essential functions of the position)

Serve as chief executive officer of the Board of Education and the chief administrative officer of the District. *E*

Focus District priorities on improving academic achievement for all students to high standards of excellence; identify and implement District standards for student achievement and ways of measuring the progress of schools and students; foster increased parent involvement in student learning and achievement; ensure effective use and equitable allocation and accountability for money and other resources. *E*

Provide leadership and direction in the development and administration of the district budget as the fiscal plan for the implementation of district goals and objectives in accordance with the current Board policies. (see Board Vision, Goals and Policies below) *E*

Establish priority goals and objectives for the district through cooperative efforts with the community, board of trustees, and staff, and provide continuous evaluation of progress towards achievement of goals and objectives. *E*

Provide leadership and direction for the planning, implementation, and management of the educational and operational programs of the District. *E*

Make recommendations to the Board of Education on matters of policy; develop administrative regulations to implement statutory requirements and policies of the board; execute the policies of the board. *E*

Organize the district in conformity with appropriate board policies and administrative regulations, and direct administrative staff in such a way as to best serve the school district and its students. *E*

Conduct long and short-range studies and project future needs of the District and its schools. *E*

Direct the development of agendas for meetings of the board; attend board meetings; make recommendations to the board, and support the deliberations of the board. *E*

Promote a program of effective advocacy with legislative bodies, consistent with District goals and priorities. *E*

Represent the District and communicate with other administrators, personnel, labor unions, employee organizations, students, parents, other school districts, public agencies, community organizations, the media and the public; resolve issues and conflicts, and exchange information; provide oversight for an effective public relations program. *E*

Promote effective communication and build strategic partnerships among diverse groups to achieve a common vision to meet the District goals; maintain a public presence and contact with the media. *E*

Direct the preparation and maintenance of a variety of narrative and statistical reports and records, special studies, research projects, investigations, and correspondence related to assigned activities and personnel; provide background and information materials for meetings of the Board of Education. *E*

Perform other duties as may be specified by law, the regulations of the State Board of Education, the rules and regulations of the District, and as directed by the Board of Education. *E*

**EDUCATION AND EXPERIENCE:**

Experience which demonstrates the knowledge, skills and abilities equivalent to at least five years experience in senior management of a large and complex organization such as a large, culturally diverse urban school district. A master's degree in educational leadership, business management or related field is required. A credential that meets the legal requirements pursuant to the California Education Code is desirable. The credential requirement can be waived by the Board of Education. An applicant must evidence a proven track record of innovative and effective leadership experience including fiscal oversight experience.

**SKILLS, KNOWLEDGE AND ABILITIES:****SKILLS:**

- Must possess 21<sup>st</sup> century business skills and practices.
- Must understand Board Governance Policies and Organizational Expectations.
- Must be visionary and a forward thinker to provide innovative solutions.
- Must understand the legislative process at all levels.
- Must have fiscal management experience.
- Must be a highly skilled communicator to advocate on behalf of the district.
- Must maintain cooperative relationships with all district stakeholders, including parent organizations, the business community, labor unions, and non-profits.
- Must have a clear understanding of diverse groups, including students, parents, and community.

**KNOWLEDGE OF:**

- Techniques and strategies for managing a large, diverse organization.
- District curriculum and school instructional programs including the integration of educational technology.
- Current state and federal issues in education including national standards.
- Principles and techniques of budget preparation and control.
- Principles and practices of administration, supervision, and training.
- Applicable state and federal laws, codes, regulations, policies, and procedures.
- Oral and written communication skills; Spanish fluency desirable.

**ABILITY TO:**

- Provide leadership and direction in the administrative and instructional functions of the district.
- Provide vision and innovation in planning for the future needs of District facilities and programs.
- Maintain current knowledge of applicable provisions of federal, state, and district laws, rules, and regulations.
- Communicate effectively with stakeholders both individually and as a group.
- Provide an effective student-centered, balanced program of academics, arts, culture,

- health and well being, community and social empowerment and physical education.
- Promote and maintain high level communication with key administrative and other staff on policy matters necessary for effective decision making.
- Provide leadership, direction, and supervision of key administrative and other staff.
- Plan and organize programs.
- Analyze problems, make decisions, and be responsible for those decisions.
- Communicate effectively both orally and in writing.
- Establish collaborative relationships and communicate with all groups in a multicultural community.
- Maintain relationship with all district stakeholders including parent organizations, the business community, labor unions, and non-profits.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Meet schedules and time lines.
- 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.

*It is district policy to fully comply with the Americans with Disabilities Act (ADA). SDUSD is committed to providing reasonable accommodations to its employees and applicants in order to assure that qualified individuals with disabilities enjoy full access to equal employment opportunity at SDUSD.*

**BOARD VISION, GOALS AND POLICIES**

The following are links to the district website for the Board of Education Vision and Policies referenced in this job description.

[Vision 2020](http://www.sandi.net/20451072010212567/site/default.asp) <http://www.sandi.net/20451072010212567/site/default.asp>

[Board Governance Policies](http://www.sandi.net/21832072015468430/site/default.asp) <http://www.sandi.net/21832072015468430/site/default.asp>

**Note: This is a Contract Management job class.**

The Superintendent shall respect the terms of a current contract and refrain from applying for and or soliciting concurrent employment in conflict with a contract, without prior notice to the Board. Other concurrent employment shall also be cleared unless provided for in a contract between the Board and the Superintendent.

Revision to Position Title Approved by the Board of Education 6.18.13

Revisions Approved by the Board of Education 4.13.10

Job Code 1105

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