SAN LEANDRO UNIFIED SCHOOL DISTRICT

Human Resources Department

Educational Services Reorganization Summary

Overview:

During the fall of 2016, an assessment of educational services division programs was conducted. This involved a systematic review of programs, services and budgets as they related to the district's current and anticipated future needs. As part of this assessment 47 employees within the educational services division were interviewed, new State accountability system requirements were reviewed, budget constraints were considered, and the efficiency and effectiveness of the delivery of services to our students, staff and families were analyzed.

Recommendations:

As a result of this assessment, staff is recommending that the SLUSD Board of Education approve a restructuring of the educational services division that realigns programs and services into two areas: (1) Instructional Services, which covers departments that provide direct services to students and families; and (2) Instructional Support Services for departments that provide support services for our schools, students and families. This realignment is illustrated in the attached organizational chart. In addition, the recommended reorganization does the following:

1. Creates two new senior director positions to oversee the Instructional Services and Instructional Support Services areas;
2. Eliminates two administrative positions for the 2017-18 school year and a third administrative position for the 2018-19 school year*;
3. Reclassifies four assistant director positions to director positions to oversee the departments within the two areas of the educational services division;
4. Reclassifies a manager position to an assistant director position (2017-18 school year only);
5. Increases the salary range for the chief technology officer; and
6. Saves the district approximately $351,000 in reduced administrative personnel costs over the course of the 2017-18 and 2018-19 school years.

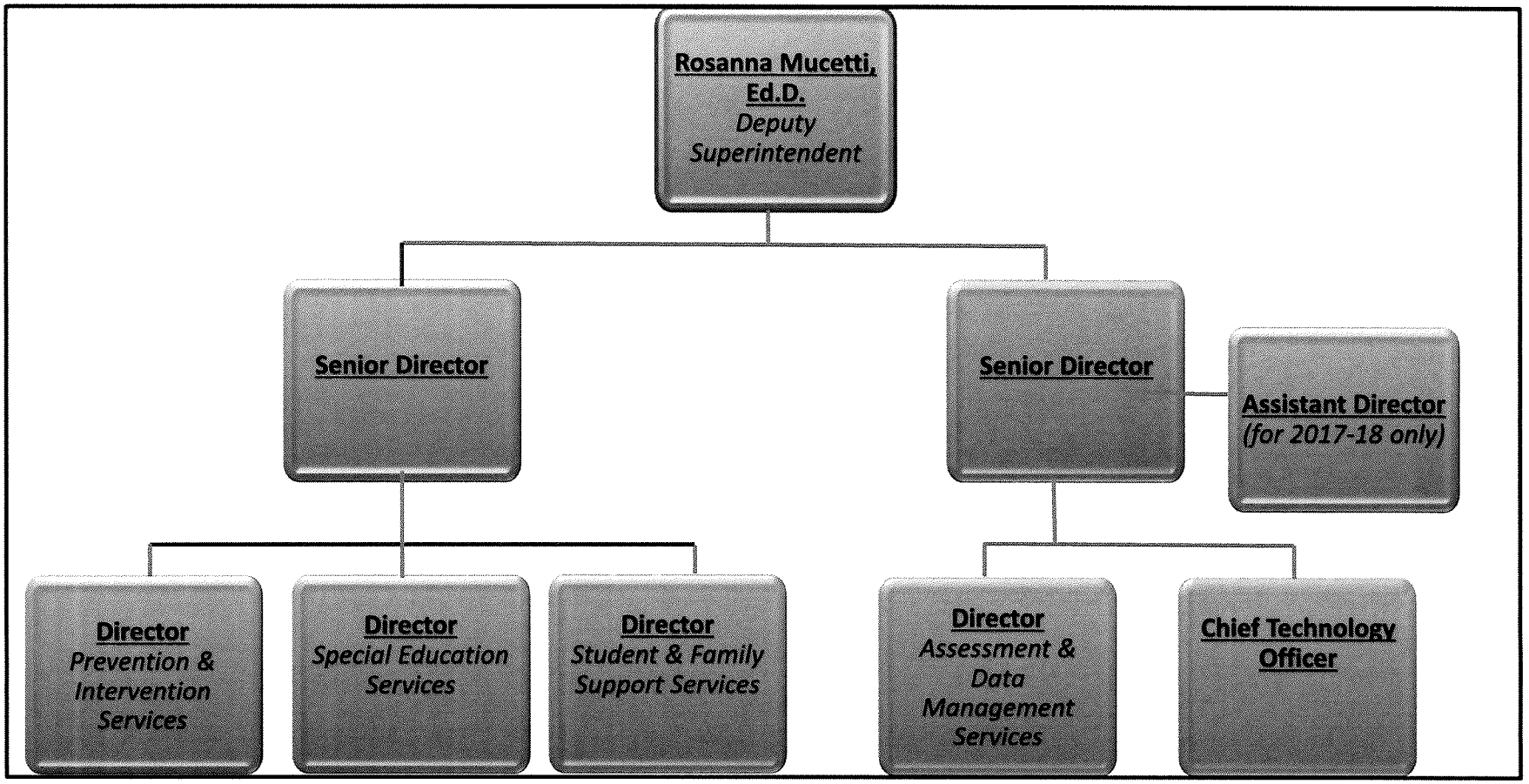
This reorganization result in a significant cost savings to the district and better aligns educational services division departments, programs, and services with the needs of our stakeholders, and with the needs of the district for the upcoming school years.

Approval of this item will do the following:

(1) Approve a new organizational structure, as represented on the attached organizational chart, for the educational services division;
(2) Approve new job descriptions (attached) for the following administrative positions within the educational services division: senior director, director, assistant director, chief technology officer; and
(3) Approve new certificated and classified management salary schedules (attached).

*Board actions for employees affected by these reductions will be taken at a later date.

Educational Services Reorganization



JOB DESCRIPTION

San Leandro Unified School District

Senior Director - Educational Services Department

Purpose Statement

The job of the Senior Director is done for the purpose/s of providing leadership, coordination and supervision for a variety of programs, services, and grants within the Educational Services Department; leading and implementing district-wide programs and services related to district goals and policies; overseeing the implementation, evaluation and monitoring of all instructional programs across the district; overseeing and implementing the professional development program and related activities; achieving defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with established guidelines; providing information and serving as a resource to others.

This job reports to Deputy Superintendent of Educational Services.

Essential Functions

- Develops and implements plans, programs and services to assist the Deputy Superintendent with the general organization of educational services programs and initiatives for the purpose of incorporating the philosophy, goals, objectives and policies adopted by the Board.
- Supervises, coordinates, and directs work of administrative staff within the Educational Services Department;
- Collaborates with a wide variety of internal and external groups (e.g. department heads, other members of the Educational Services Team, auditors, community organizations, regulatory agencies, etc.) for the purpose of implementing program components, assisting with developing long and short range plans and programs in compliance with state/federal requirements and District goals, and serving as District representative.
- Participates as a member or facilitator in meetings, advisory committees, workshops and seminars that frequently involve a range of issues (e.g. operational procedures, inter-district needs, goals attainment, problem resolution, personnel and staffing, professional development, etc.) for the purpose of identifying issues, sharing successes, providing information on procedures and current research, conducting training, gathering information, and serving as a district liaison.
- Evaluates and manages programs and services (e.g. all instructional programs grades K-12, instructional resources and materials supporting college readiness for all students, impact of professional development on the classroom and workforce development, etc.) for the purpose of carrying out and achieving objectives within areas of responsibility.
- Monitors budget allocations, expenditures, fund balances and related financial activities (e.g. Title I - III grants, lottery, LCAP budget, contracted services, etc.) for the purpose of developing budget recommendations, ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed.
- Designs and implements job-embedded professional development, training programs and workshops for individuals, small groups and/or large groups of district and school site staff for the purpose of ensuring user knowledge and productivity of staff in the integration of technology to support student achievement.

- Prepares a wide variety of often complex materials (e.g. plans, district/state and federal reports, school/district/school board presentations, policies, budgets, grant opportunities, procedures, forms, funding requests, analyses, recommendations, etc.) for the purpose of incorporating the philosophy, goals, objectives and policies adopted by the Board of Education into the design, delivery and maintenance of programs and services.
- Researches a wide variety of topics related to curriculum and instruction (e.g. staff development research, policies, best practices, emerging trends and technologies, legislation, self professional development opportunities, etc.) for the purpose of ensuring compliance with established requirements, securing general information for planning, taking action, and/or responding to requests and/or district needs.
- Responds to issues involving staff, conflicts in policies and regulations, community concerns, parental requests that may result in some negative impact and/or liability if not appropriately addressed for the purpose of identifying the relevant issues and recommending or implementing a plan of action that will efficiently resolve the issue.
- Performs personnel administrative functions (e.g. hiring, counseling, training, supervising, evaluating, providing professional development opportunities, participating in negotiations, etc.) for the purpose of maintaining necessary staffing, enhancing productivity of staff, and ensuring necessary department/program outcomes are achieved.
- Presents information on a variety of topics for the purpose of supporting the vision of Educational Services Department initiatives.
- Visits schools on a regular basis, including classroom visitations, for the purpose of promoting model instructional practices and the role of technology in them and supporting building instructional staff in technology integration, research and evaluation as it impacts student achievement.

Other Functions

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing projects and programs; overseeing program financial activities; developing effective working relationships; preparing and maintaining accurate records; and administering personnel policies and procedures.

KNOWLEDGE is required to perform advanced math; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: current trends and best practices within curriculum, instruction and assessment; concepts of professional growth; personnel processes; standard business practices; instructional procedures and practices; age appropriate student activities; conflict resolution; stages of child

development/behavior; education code; federal and state grants management; and pertinent codes, policies, regulations and/or laws.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of processes. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of types of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining effective working relationships; meeting deadlines and schedules; setting priorities; working with multiple projects, frequent interruptions, and changing work priorities; working with detailed information/data and maintaining accurate records; maintaining confidentiality; and facilitating communication between persons with frequently divergent positions.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing a department; utilization of significant resources from other work units is sometimes required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

Working Environment

The usual and customary methods of performing the jobs functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 70% sitting, 20% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience within a specialized field with increasing levels of responsibility is required.

Education Master's degree in job-related area.

Certificates

Administrators Credential

State Teacher's Credential

Continuing Education

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance

TB Screen

Valid CA State Driver's License & Evidence of Insurability

FLSA Status
Exempt

Approval Date

Salary Range
Certificated Admin

JOB DESCRIPTION

San Leandro Unified School District

Director - Educational Services

Purpose Statement

The job of Director is done for the purpose/s of providing leadership, coordination and supervision for Educational Services Department programs, services and grants; achieving defined objectives by planning, coordinating, implementing and evaluating support programs; supporting and coordinating the professional development program and related activities; supporting and coordinating department programs and services consistent with district-wide goals and policies; providing information and serving as a resource to others.

This job reports to Senior Director of Educational Services

Essential Functions

- Coordinates program components, support needs and materials (e.g. all educational services program services, professional development, services of teachers, and other support staff in programs for instruction, etc.) for the purpose of delivering services which conform to established guidelines.
- Collaborates with internal and external personnel (e.g. school staff, district departments, other members of the Educational Services team, auditors, public agencies, community members, community health agencies, etc.) for the purpose of implementing and/or maintaining services and programs.
- Directs the department operations (e.g. District's Child Welfare and Attendance Program, Student Health and Wellness Center, data and assessment, professional development, etc.) for the purpose of providing and/or maintain services within established timeframes and in compliance with related requirements and implementing new programs and/or processes.
- Evaluates programs and services (e.g. curriculum and instruction policies, health and wellness policies, inter-district and intra-district transfer requests, school safety/health and wellness priorities, grants, initiatives, etc.) for the purpose of carrying out and achieving objectives within areas of responsibility.
- Implements assigned programs and/or projects (e.g. curriculum and instruction policies, health and wellness policies, school safety/health/and wellness priorities, SARB program, etc.) for the purpose of conforming to district and state curriculum and/or instructional objectives.
- Monitors budget allocations, expenditures, fund balances and related financial activities for the purpose of developing budget recommendations, ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed.
- Participates as a member or facilitator in meetings, workshops and seminars (e.g. Board presentations, staff development for teachers and administrators, hearings, PBIS, policy development sessions, etc.) for the purpose of identifying issues, developing recommendations, supporting other staff, providing training, conveying information and serving as a District representative.
- Performs personnel functions (e.g. interviewing, hiring, training, evaluating, supervising, disciplining, attending grievance hearings, recommending terminations or promotions,

etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget.

- Prepares a wide variety of often complex materials (e.g. plans, budgets, funding requests, all federal/state and local reports, analyses, recommendations, procedures, presentations, etc.) for the purpose of compiling data, documenting activities and issues, meeting compliance requirements, providing audit references, making presentations, and/or providing supporting materials for requested actions.
- Presents information (e.g. budget overviews, accounting processes, initiatives, priorities, grants, policies, professional learning, etc.) for the purpose of building partnerships, communicating information, gaining feedback and continuously improving student support delivery models.
- Researches a variety of topics required to manage assignments (e.g. relevant policies, new federal and state statutes, staffing requirements, funding resources, current practices, curriculum guidelines, instructional materials, etc.) for the purpose of developing new programs/services, ensuring compliance with regulatory requirements, securing general information and/or responding to requests.
- Responds to issues involving staff, conflicts in policies and regulations, community concerns, parental requests that may result in some negative impact and/or liability if not appropriately addressed for the purpose of identifying the relevant issues and recommending or implementing a plan of action that will efficiently resolve the issue.
- Coordinates a variety of projects and/or activities for the purpose of ensuring compliance with established guidelines.
- Designs courses for the purpose of training personnel.

Other Functions

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using a variety of software applications; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent laws, codes, policies, and/or regulations; personnel processes; standard business practices; program planning and development; concepts of grammar and punctuation; instructional procedures and practices; age appropriate student activities; safety practices and procedures; conflict resolution; and stages of child development/ behavior.

ABILITY is required to schedule a number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to

independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups and individuals; meeting deadlines and schedules; setting priorities; working as part of a team; and working with detailed information/data.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing a department; utilization of significant resources from other work units is sometimes required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

Working Environment

The usual and customary methods of performing the jobs functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 70% sitting, 20% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience within a specialized field with increasing levels of responsibility is required.

Education Masters degree in job-related area.

Certificates

Administrators Credential

State Teacher's Credential

Continuing Educ./Training

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance

TB Screen

Valid CA State Driver's License & Evidence of Insurability

FLSA Status	Approval Date	Salary Range
Exempt		Cert Admin

JOB DESCRIPTION

San Leandro Unified School District

Director - Special Education

Purpose Statement

The job of Director is done for the purpose/s of providing leadership, coordination and supervision for special education programs and psychological services; supporting and coordinating programs within the Educational Services Department; achieving defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with established guidelines; providing information and serving as a resource to others.

This job reports to Senior Director of Educational Services

Essential Functions

- Collaborates with internal and external personnel (e.g. school staff, district departments, other members of the Educational Services team, auditors, public agencies, community members, community health agencies, etc.) for the purpose of implementing and/or maintaining services and programs.
- Coordinates program components, support needs and materials (e.g. all special education program services, District health services, services of teachers, speech therapists and other support staff in programs for instruction of individuals with exceptional needs, etc.) for the purpose of delivering services which conform to established guidelines.
- Directs the special education programs and department operations (e.g. mandated health related screenings, procedures for referral and placement of eligible students in special education programs, professional development, etc.) for the purpose of providing and/or maintaining services within established timeframes and in compliance with related requirements and implementing new programs and/or processes.
- Evaluates programs and services (e.g. behavioral and academic interventions, grants, initiatives, on-site management of IEP teams and utilization of special services, etc.) for the purpose of carrying out and achieving objectives within areas of responsibility.
- Implements assigned programs and/or projects (e.g. processes for eligibility in special education programs, etc.) for the purpose of conforming to district and state curriculum and/or instructional objectives.
- Monitors budget allocations, expenditures, fund balances and related financial activities for the purpose of developing budget recommendations, ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed.
- Participates as a member or facilitator in meetings, workshops and seminars (e.g. Board presentations, staff development for teachers and administrators, hearings, Special Ed Task Force, PBIS, policy development sessions, etc.) for the purpose of identifying issues, developing recommendations, supporting other staff, providing training, conveying information and serving as a District representative.

- Performs personnel functions (e.g. interviewing, hiring, training, evaluating, supervising, disciplining, attending grievance hearings, recommending terminations or promotions, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget.
- Prepares a wide variety of often complex materials (e.g. plans, budgets, funding requests, all federal/state and local reports on special education programs, analyses, recommendations, procedures, presentations, SEIS and SAR reports, etc.) for the purpose of compiling data, documenting activities and issues, meeting compliance requirements, providing audit references, making presentations, and/or providing supporting materials for requested actions.
- Presents information (e.g. budget overviews, accounting processes, initiatives, priorities, grants, policies, professional learning, etc.) for the purpose of building partnerships, communicating information, gaining feedback and continuously improving student support delivery models.
- Researches a variety of topics required to manage assignments (e.g. relevant policies, new federal and state statutes, staffing requirements, funding resources, current practices, curriculum guidelines, instructional materials, etc.) for the purpose of developing new programs/services, ensuring compliance with regulatory requirements, securing general information and/or responding to requests.
- Responds to issues involving staff, conflicts in policies and regulations, community concerns, parental requests that may result in some negative impact and/or liability if not appropriately addressed for the purpose of identifying the relevant issues and recommending or implementing a plan of action that will efficiently resolve the issue.

Other Functions

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using a variety of software applications; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent laws, codes, policies, and/or regulations; personnel processes; standard business practices; program planning and development; concepts of grammar and punctuation; instructional procedures and practices; age appropriate student activities; safety practices and procedures; conflict resolution; and stages of child development/ behavior.

ABILITY is required to schedule a number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is

also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups and individuals; meeting deadlines and schedules; setting priorities; working as part of a team; and working with detailed information/data.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing a department; utilization of significant resources from other work units is sometimes required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

Working Environment

The usual and customary methods of performing the jobs functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 70% sitting, 20% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience within a specialized field with increasing levels of responsibility is required.

Education Masters degree in job-related area.

Certificates

Administrators Credential

Driver's License & Evidence of Insurability

Teaching Credential

Clearances

Criminal Justice Fingerprint/Background Clearance

TB Screen

Continuing Educ./Training

Maintains Certificates and/or Licenses

FLSA Status	Approval Date	Salary Range
Exempt		Cert Admin

JOB DESCRIPTION

San Leandro Unified School District

Assistant Director - Educational Services

Purpose Statement

The job of Assistant Director, Educational Services is done for the purpose/s of supporting the instructional process with specific responsibilities for operating and supervising a variety of elementary and/or secondary programs, services and grants; planning, coordinating, implementing and evaluating support programs; managing the professional development program and related activities; providing information and serving as a resource to others.

This job reports to Director of Educational Services

Essential Functions

- Collaborates with internal and external personnel (e.g. other administrators, auditors, public agencies, community members, etc.) for the purpose of implementing and/or maintaining services and programs.
- Compiles data from a wide variety of sources (e.g. programs, administration, teachers, students, etc.) for the purpose of analyzing issues, ensuring compliance with organization policies and procedures, and/or monitoring program components.
- Coordinates with district and building administrators, a variety of committees, etc. (e.g. Educational Service Team, etc.) for the purpose of serving as a liaison and resource, identifying training needs and/or coordinating professional development services within the District.
- Designs services for the purpose of implementing professional development program activities that address identified training needs.
- Evaluates programs (e.g. local initiatives, state and federal programs, Compass Learning, etc.) for the purpose of carrying out and achieving objectives.
- Facilitates meetings, workshops, seminars, etc. for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as a District representative.
- Maintains a variety of manual and electronic files and/or records for the purpose of providing up-to-date reference and complying with regulatory requirements and established guidelines.
- Manages assigned program and/or departmental responsibilities (e.g. professional development, training parent leaders, college and career readiness programs, program budgets, etc.) for the purpose of achieving organizational objectives, and ensuring compliance with legal, financial and District requirements.
- Participates in meetings, workshops, trainings, and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Performs personnel functions (e.g. evaluating, supervising, etc.) for the purpose of ensuring standards are achieved and performance maximized.
- Prepares a wide variety of written materials and/or electronic presentations (e.g. reports, evaluations, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Researches a variety of information (e.g. courses, materials, training consultants, etc.) for the purpose of developing new programs that meet staff training needs.

- Responds to inquiries for the purpose of resolving problems, providing information and/or referring to appropriate personnel.

Other Functions

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; performing standard bookkeeping; planning and managing projects; preparing and maintaining accurate records; applying curriculum and instructional techniques; classifying data and/or information; counseling and mentoring employees; and facilitating meetings.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: bookkeeping principles; concepts of grammar and punctuation; office application software including relational databases; pedagogy and instruction; codes/laws/rules/regulations/policies; practicing cultural competency while working collaboratively with diverse groups and individuals; and K-12 curriculum.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize a variety of types of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: networking and facilitating internal and external groups; communicating with diverse groups and individuals; meeting deadlines and schedules; working as part of a team; leading, delegating and organizing tasks; managing multiple projects; and maintaining confidentiality.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; managing a department; utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the jobs functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 40% sitting, 60% walking, and 0% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience with increasing levels of responsibility is required.

Education Masters degree in job-related area.

Certificates

Administrators Credential

Driver's License & Evidence of Insurability

Teaching Credential

Clearances

Criminal Justice Fingerprint/Background Clearance

TB Screen

Continuing Educ./Training

Maintains Certificates and/or Licenses

FLSA Status	Approval Date	Salary Range
Exempt		Cert Admin

JOB DESCRIPTION

San Leandro Unified School District

Chief Technology Officer

Purpose Statement

The job of Chief Technology Officer is done for the purpose/s of supporting the educational process with specific responsibilities for assisting in the development of the district's technology needs to support a 21st century learning environment; organizing and supervising the district's computer networks; designing, configuring, installing, maintaining, and repairing network systems, subsystems and servers; resolving network operational issues; providing information, direction and/or recommendations regarding network installations, software and peripheral equipment; and searching out programs to fund technology improvements.

This job reports to Senior Director of Educational Services.

Essential Functions

- Administers systems and servers related to district LAN and WAN (e.g. email systems, accounts, print queue, workstation ID, IP assignments, computer labs, classroom computers, VOIP, security, antivirus, spyware, etc.) for the purpose of ensuring availability of services to authorized users.
- Assists District personnel with technology related issues (e.g. school site technology plans, long distance learning, eRate plans, fiber networks, etc.) for the purpose of supporting District functions and achieving overall objectives.
- Collaborates with a variety of internal and external parties (e.g. Maintenance, Facilities, Educational Services Team, etc.) for the purpose of providing and/or receiving information and ensuring project success.
- Coordinates installations of network (client and server) software on a variety of platforms (e.g. service packs, application software, operating software, hardware upgrades, etc.) for the purpose of upgrading and maintaining District WAN/LAN and telecommunication systems.
- Designs computer networks (e.g. Internet, intranet, web mail, server software, etc.) for the purpose of ensuring effective and efficient operating systems.
- Evaluates programs and/or projects for the purpose of carrying out and achieving objectives.
- Maintains manual and electronic documents, files and records (e.g. equipment warranty information, software licenses, etc.) for the purpose of providing accurate information in compliance with established requirements.
- Maintains an inventory of District technology equipment and software for the purpose of providing up to date information and/or item availability.
- Maintains network operations and software applications (e.g. servers, WEB, database, proxy, etc.) for the purpose of ensuring efficient operations.
- Manages assigned programs and/or departmental responsibilities (e.g. program budgets, program evaluations and reports, voice, video and data networks, migration to new systems, scheduling installations, etc.) for the purpose of achieving outcomes in relation to organizational objectives.

- Participates in meetings, workshops and seminars (e.g. Board presentations, professional development, committees, etc.) for the purpose of conveying and/or gathering information required to perform functions.
- Performs personnel functions (e.g. interviewing, evaluating, supervising, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget.
- Prepares written materials (e.g. procedures, system level documentation, State reports, Federal reports, RFPs, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Recommends equipment, supplies and materials for the purpose of acquiring required items and completing jobs efficiently.
- Researches trends, products, equipment, tests, etc. for the purpose of recommending procedures and/or purchases.
- Responds to inquiries from a variety of sources (e.g. staff, administrators, school site personnel, outside vendors and service providers, etc.) for the purpose of providing technical assistance and support.
- Trains other District staff (primarily within the technology area) for the purpose of ensuring their ability to use new and/or existing operating systems and application software.
- Troubleshoots malfunctions of network hardware and/or software applications within the District's local and wide area networks, telephones and security systems (e.g. servers, hubs, routers, network protocols, etc.) for the purpose of resolving operational issues and restoring services.

Other Functions

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to routinely upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: utilizing pertinent network, application, operating system monitoring and troubleshooting software; adhering to safety practices; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: current, legacy and emerging operating systems; environments and network protocols; router configurations; Inter/Intranet applications; data security, project management, processes and methodology; large technology deployments; network backbone for 1:1 device ratio; and K-12 curriculum.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and utilize equipment under a variety of conditions for multiple purposes. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a wide variety of types of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: setting priorities; establishing effective relationships; being attentive to detail; communicating with diverse groups; conveying technical information to non-technical audiences; and working nonstandard hours.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; utilization of significant resources from other work units is sometimes required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Working Environment

The usual and customary methods of performing the jobs functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 60% sitting, 39% walking, and 1% standing. The job is performed in a generally hazard free environment.

Experience Job related experience within a specialized field is required.

Education Bachelors degree in job-related area.

Certificates	Clearances
Driver's License & Evidence of Insurability	Criminal Justice Fingerprint/Background Clearance TB Screen

FLSA Status	Approval Date	Salary Range
Exempt		Classified Mgmt Range 10

San Leandro Unified School District

2016-2017 Certificated Administrative Salary Schedule

Title	Work Days	ESCAPE LINE #	Step 1	Step 2	Step 3	Step 4	Step 5
			Annual	Annual	Annual	Annual	Annual
Senior Director	220 Days	10	133,376	139,582	146,080	152,883	160,007
Director	220 Days	20	121,378	126,984	132,853	138,994	145,422
Assistant Director	215 Days	17	114,468	119,706	125,188	130,923	136,924
Grant Coordinator	215 Days	52	96,038	100,365	104,892	109,624	114,573
Coordinator	215 Days	55	102,948	107,622	112,511	117,625	122,975
Disrict Librarian & Multimedia Manager	215 Days	55	102,948	107,622	112,511	117,625	122,975
High Principal Principal	220 Days	10	133,376	139,582	146,080	152,883	160,007
Associate Principal	216 Days	35	116,344	121,668	127,240	133,070	139,168
High School AP	206 Days	45	107,136	112,023	117,137	122,487	128,087
Continuation HS Principal	206 Days	40	108,721	113,693	118,895	124,340	130,034
Adult School Principal	225 Days	25	122,393	128,018	133,905	140,068	146,516
Adult School VP	206 Days	65	110,334	115,304	120,499	125,935	131,617
Middle School Principal	212 Days	26	115,339	120,641	126,188	131,994	138,070
Middle School VP	203 Days	50	104,134	108,873	113,830	119,016	124,440
Teaching Vice Principal	203 Days	70	93,882	98,102	102,516	107,128	111,953
Elem Prin Over 800 Enroll	206 Days	30	113,092	118,276	123,703	129,381	135,323
Elem Prin Under 800 Enroll	206 Days	41	108,721	113,693	118,895	124,340	130,034
Elem VP Over 800 Enroll	203 Days	60	97,316	101,712	106,309	111,118	116,146
Elementary VP Under 800 Enroll	203 Days	72	93,882	98,102	102,516	107,128	111,953
Curriculum Specialist	215 Days	61	97,316	101,712	106,309	111,118	116,146

2% longevity at sixth year of administrative service in the SLUSD (2% of Step 5).
Additional 2% longevity at year twelve (4% of Step 5).
ACSA dues or maximum of 1% of prior year's salary towards dues to two other professional organizations .
Master's = $1,951 (1.5% Elementary Principal under 800, "Step 5").
Doctorate = $3,251 (2.5% Elementary Principal under 800, "Step 5").

2.5% Increase effective 7-1-16
Board Approved:

San Leandro Unified School District

2016-2017 Classified Management Salary Schedule

Position	Escape Row# / Range	Step 1	Step 2	Step 3	Step 4	Step 5
		260 days	260 days	260 days	260 days	260 days
Director, Business Services	10	134,791	141,065	147,632	154,508	161,708
Director, Bond	10	134,791	141,065	147,632	154,508	161,708
Director of Facilities&Operations	10	134,791	141,065	147,632	154,508	161,708
Director, Food Service	10	134,791	141,065	147,632	154,508	161,708
Chief Technology Officer	10	134,791	141,065	147,632	154,508	161,708
Pubilc Information Officer	20	104,585	109,345	114,324	119,533	124,981
Dir, Buildg & Grounds	20	104,585	109,345	114,324	119,533	124,981
Director, Fiscal Service	21	116,388	121,148	126,128	131,336	136,788
Manager, Student Health & Wellness	21	116,388	121,148	126,128	131,336	136,788
Accounting Manager	40	96,038	100,365	104,892	109,624	114,573
Grant Coordinator	40	96,038	100,365	104,892	109,624	114,573
Maintenance/Operation Manager	40	96,038	100,365	104,892	109,624	114,573
Executive Manager-Food Serv	41	96,903	101,300	105,898	110,709	115,782
Theater Facilities Supervisor	50	82,775	86,440	90,270	94,273	98,454
Maintenance/Operation Sup.	50	82,775	86,440	90,270	94,273	98,454
Comm. Outreach Spec.	75	84,860	89,037	93,422	98,027	102,862

Longevity Rate: 2% of Step 5 at 6th Year and 4% of Step 5 at 12th Year

Work Year: 225 Work Days, 20 Days Vacation, 15 Holidays = 260 days

Dues for a maximum of 2 professional organizations equal to 3/4 of 1% of prior year salary

Master's = $1,951 (1.5% Elementary Principal under 800, "Step 5").

Doctorate = $3,251 (2.5% Elementary Principal under 800, "Step 5").

One day per month sick leave accumulative

* Salary, fringe, sick leave, and vacation benefits will be prorated based on length of work year

2.5% Increase effective July 1, 2016

Board Approved:

1/20/2017