# JOB DESCRIPTION

**San Leandro Unified School District**

## Adult Ed Principal

### Purpose Statement

The job of Adult Ed Principal is done for the purpose/s of providing support to the instructional process with specific responsibility for directing overall operations, services, and staff; providing information and serving as a resource to others; enforcing established policies and regulatory requirements; coordinating activities and programs; and addressing issues, situations and/or problems that arise with enrolled students of all ages.

This job reports to Superintendent

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### Essential Functions

- Assesses community and district needs as related to Adult Education for the purpose of establishing new programs as appropriate.
- Collaborates with a variety of groups and/or individuals (e.g. school counselors, teachers, district personnel, support staff, state and public agencies, community members, etc.) for the purpose of implementing and/or maintaining services and programs for optimal student achievement.
- Delegates responsibility for a variety of administrative functions to other personnel for the purpose of managing the workload more efficiently at multiple sites and throughout the entire calendar year.
- Develops and/or implements policies, procedures and/or processes (e.g. program initiatives, articulation meetings, apprentice programs, etc.) for the purpose of providing direction and/or complying with mandated requirements.
- Facilitates communication between internal and external groups or individuals (e.g. teachers, support staff, students of all ages, parents, state and local agency representatives, community groups, funding sources, etc.) for the purpose of evaluating situations, solving problems and/or resolving conflicts.
- Manages a wide variety of programs and school administrative functions (e.g. budget, staffing, etc.) for the purpose of evaluating programs and complying with state and local mandated requirements.
- Participates as a member or facilitator in meetings, workshops and seminars that frequently involve a range of issues for the purpose of providing training, communicating information, gaining feedback and ensuring that outcomes achieve school, district and/or state objectives.
- Prepares a wide variety of materials (e.g. brochures, informational newsletters, grants, staff disciplinary documents, observation and rating write-ups, budget proposals, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Represents the school within community forums for the purpose of maintaining ongoing community support for educational goals and/or assisting with issues related to school environment.
- 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.
- Supervises instructional personnel and other assigned personnel (e.g. hiring, counseling, training, supervising, evaluating, disciplining, providing professional development opportunities, etc.) for the purpose of maintaining necessary staffing, enhancing productivity of staff, and ensuring necessary department/program outcomes are achieved.

## 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: planning and managing projects; using pertinent software applications; preparing and maintaining accurate records; and administering personnel policies; analyzing data; applying assessment instruments; applying curriculum and instructional techniques; conducting interviews; counseling and mentoring employees; critical observation ; enforcing discipline policies; facilitating meetings; investigating problems.

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 codes, policies, regulations and/or laws; conflict resolution; bookkeeping principles, and concepts of management and supervision; practices of personnel administration; practicing cultural competency while working collaboratively with diverse groups and individuals; school safety and security practices; stages of child development.

ABILITY is required to schedule a number of activities, meetings, and/or events; 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 a variety of data; 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: communicating with diverse groups; maintaining confidentiality; setting priorities; working as part of a team; working with frequent interruptions; creating a positive school climate for students, staff and community; motivating staff; and adapting to changing work priorities.

## Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing multiple departments; Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to 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, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 50% sitting, 30% walking, and 20% standing. The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness.

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

Education Masters degree in job-related area.

Equivalency

Required Testing

Certificates

Administrators Credential

Continuing Educ./Training

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance

TB Screen

| FLSA Status | Approval Date | Salary Range |
| --- | --- | --- |
| Exempt | | Cert Admin |

# JOB DESCRIPTION

**San Leandro Unified School District**

## Adult Ed Vice Principal

### Purpose Statement

The job of Adult Ed Vice Principal is done for the purpose/s of providing support to the instructional process with specific responsibility for directing assigned programs and services; providing information and serving as a resource to others; supervising assigned staff; and addressing issues, situations and/or problems that arise with enrolled students of all ages.

This job reports to Adult Ed Principal

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### Essential Functions

- Assists the principal as an instructional leader for the purpose of ensuring student academic success and achievement of district objectives.
- Chairs meetings for the purpose of coordinating activities and ensuring that outcomes achieve school, district and/or state objectives.
- Facilitates communication between personnel, students and/or parents for the purpose of evaluating situations, solving problems and/or resolving conflicts.
- Implements policies, procedures and/or processes for the purpose of providing direction and/or complying with mandated requirements.
- Intervenes in occurrences of inappropriate behavior of students for the purpose of assisting students in modifying such behavior and developing successful interpersonal skills and/or initiating disciplinary action.
- Manages a variety of programs and administrative functions for the purpose of enforcing school, district and state policy and maintaining safety and efficiency of school operations.
- Monitors students in a variety of educational environments for the purpose of providing a safe and positive learning environment.
- Participates as a member or facilitator in meetings, workshops and seminars (e.g. staff development, program evaluations, assessing needs, actions involving outside agencies, etc.) for the purpose of identifying issues, developing recommendations, providing training, conveying and/or gathering information required to perform functions.
- Prepares a wide variety of materials (e.g. reports, student activities, correspondence, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Represents the school within community forums for the purpose of maintaining ongoing community support for educational goals.
- Supervises school personnel for the purpose of monitoring performance, providing for professional growth and achieving overall objectives of school's curriculum.
- Supports the principal for the purpose of providing assistance with administrative functions and maintaining overall school operations and programs.

### 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: planning and managing projects; using pertinent software applications; preparing and maintaining accurate records; and administering personnel policies; analyzing data; applying curriculum and instructional techniques; investigating problems.

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 codes, policies, regulations and/or laws; conflict resolution; bookkeeping principles, and concepts of management and supervision; age appropriate activities; knowledge of community resources; stages of child development.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize specific, 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. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; setting priorities; working as part of a team; working with frequent interruptions; creating a positive school climate for students, staff and community; and adapting to changing work priorities.

### Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; directing other persons within a small work unit; Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to 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 50% sitting, 30% walking, and 20% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

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

Education Masters degree in job-related area.

Equivalency

Required Testing

Certificates
Administrators Credential

Continuing Educ./Training
Maintains Certificates and/or Licenses

Clearances
Criminal Justice Fingerprint/Background

Clearance
TB Screen

| FLSA Status | Approval Date | Salary Range |
| --- | --- | --- |
| Exempt | | Cert Admin |

# JOB DESCRIPTION

**San Leandro Unified School District**

## Elementary Vice Principal

### Purpose Statement

The job of Elementary Vice Principal is done for the purpose/s of providing support to the instructional process with specific responsibility for directing assigned school programs and services at elementary schools; providing information and serving as a resource to others; supervising assigned staff; coordinating school activities and addressing issues, situations and/or problems that arise on campuses or with enrolled students.

This job reports to Principal

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### Essential Functions

- Assists the principal as an instructional leader for the purpose of ensuring student academic success and achievement of district objectives.
- Chairs meetings (e.g. curriculum, SBAC, safety, site advisory, IEP conferences, special district committees, etc.) for the purpose of coordinating activities and ensuring that outcomes achieve school, district and/or state objectives.
- Facilitates the development, communication implementation and evaluation of quality learning for the purpose of enhancing excellence, equality and equity for staff and students.
- Facilitates communication between personnel, students and/or parents for the purpose of evaluating situations, solving problems and/or resolving conflicts.
- Implements policies, procedures and/or processes for the purpose of providing direction and/or complying with mandated requirements.
- Intervenes in occurrences of inappropriate behavior of students for the purpose of assisting students in modifying such behavior and developing successful interpersonal skills.
- Manages a variety of programs and school administrative functions (e.g. student disciplinary policy, school schedule, assigned personnel, etc.) for the purpose of enforcing school, district and state policy and maintaining safety and efficiency of school operations.
- Participates as a member or facilitator in meetings, workshops and seminars (e.g. common core standards, assessments, behavioral plans, IEPs, staff development, etc.) for the purpose of identifying issues, developing recommendations, providing training, conveying and/or gathering information required to perform functions.
- Prepares a wide variety of materials (e.g. reports, website information, student activities, schedules, correspondence, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Represents the school within community forums for the purpose of maintaining ongoing community support for educational goals and/or assisting with issues related to school environment.
- Supervises assigned school personnel for the purpose of monitoring performance, providing for professional growth and achieving overall objectives of school's curriculum.
- Supports the principal for the purpose of providing assistance with administrative functions and maintaining overall school operations and programs.

## 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: planning and managing projects; using pertinent software applications; preparing and maintaining accurate records; and administering personnel policies; analyzing data; applying assessment instruments; applying curriculum and instructional techniques; enforcing discipline policies; investigating problems.

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 codes, policies, regulations and/or laws; conflict resolution; bookkeeping principles, and concepts of management and supervision; age appropriate activities; knowledge of community resources; practices of personnel administration; safety practices and procedures; stages of child development.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize specific, 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. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; setting priorities; working as part of a team; working with frequent interruptions; creating a positive school climate for students, staff and community; and adapting to changing work priorities.

## Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; directing other persons within a small work unit; Utilization of resources from other work units is often 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 45% sitting, 25% walking, and 30% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

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

Education Masters degree in job-related area.

Equivalency

Required Testing Certificates

Administrators Credential

Continuing Educ./Training

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance

TB Screen

| FLSA Status | Approval Date | Salary Range |
|---|---|---|
| Exempt | | Cert Admin |

# JOB DESCRIPTION

**San Leandro Unified School District**

## Middle School Vice Principal

### Purpose Statement

The job of Middle School Vice Principal is done for the purpose/s of providing support to the instructional process with specific responsibility for directing assigned school programs and services at a middle school; providing information and serving as a resource to others; supervising assigned staff; coordinating school activities and addressing issues, situations and/or problems that arise on campus and/ or with enrolled students.

This job reports to Principal

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### Essential Functions

- Assists the principal as an instructional leader for the purpose of ensuring student academic success and achievement of district objectives.
- Chairs meetings (e.g. curriculum, SBAC, safety, site advisory, IEPs, 504s, special district committees, SROs, etc.) for the purpose of coordinating activities and ensuring that outcomes achieve school, district and/or state objectives.
- Facilitates the development, communication implementation and evaluation of quality learning for the purpose of enhancing excellence, equality and equity for staff and students.
- Facilitates communication between personnel, students and/or parents for the purpose of evaluating situations, solving problems and/or resolving conflicts.
- Implements policies, procedures and/or processes for the purpose of providing direction and/or complying with mandated requirements.
- Intervenes in occurrences of inappropriate behavior of students for the purpose of assisting students in modifying such behavior and developing successful interpersonal skills.
- Manages a variety of programs and school administrative functions (e.g. student disciplinary policy, school schedule, assigned personnel, leadership teams, SSTs, etc.) for the purpose of enforcing school, district and state policy and maintaining safety and efficiency of school operations.
- Participates as a member or facilitator in meetings, workshops and seminars (e.g. common core standards, assessments, behavioral plans, IEPs, staff development, athletics, SARBS, etc.) for the purpose of identifying issues, developing recommendations, providing training, conveying and/or gathering information required to perform functions.
- Prepares a wide variety of materials (e.g. reports, website information, student activities, master schedules, correspondence, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Represents the school within community forums for the purpose of maintaining ongoing community support for educational goals and/or assisting with issues related to school environment.
- Supervises assigned school personnel for the purpose of monitoring performance, providing for professional growth and achieving overall objectives of school's curriculum.
- Supports the principal for the purpose of providing assistance with administrative functions and maintaining overall school operations and programs.

## 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: planning and managing projects; using pertinent software applications; preparing and maintaining accurate records; and administering personnel policies; analyzing data; applying assessment instruments; applying curriculum and instructional techniques; enforcing discipline policies; investigating problems.

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 codes, policies, regulations and/or laws; conflict resolution; bookkeeping principles, and concepts of management and supervision; age appropriate activities; knowledge of community resources; practices of personnel administration; safety practices and procedures; stages of child development.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize specific, 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. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; setting priorities; working as part of a team; working with frequent interruptions; creating a positive school climate for students, staff and community; and adapting to changing work priorities.

## Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; directing other persons within a small work unit; Utilization of resources from other work units is often 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 65% sitting, 20% walking, and 15% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

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

Education Masters degree in job-related area.

Equivalency

Required Testing Certificates

Administrators Credential

Continuing Educ./Training
Maintains Certificates and/or Licenses

Clearances

FLSA Status
Exempt

Approval Date

Salary Range
Cert Admin

# JOB DESCRIPTION

**San Leandro Unified School District**

## Assistant Principal (High School)

### Purpose Statement

The job of Assistant Principal (High School) is done for the purpose/s of providing support to the instructional process with specific responsibility for directing assigned school programs and services at a high school; providing information and serving as a resource to others; supervising assigned staff; coordinating school activities and addressing issues, situations and/or problems that arise on campus and/ or with enrolled students.

This job reports to Principal

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### Essential Functions

- Assists the principal as an instructional leader for the purpose of ensuring student academic success and achievement of district objectives.
- Chairs meetings (e.g. curriculum, SBAC, safety, site advisory, IEPs, 504s, special district committees, After School program, etc.) for the purpose of coordinating activities and ensuring that outcomes achieve school, district and/or state objectives.
- Facilitates the development, communication implementation and evaluation of quality learning for the purpose of enhancing excellence, equality and equity for staff and students.
- Facilitates communication between personnel, students and/or parents for the purpose of evaluating situations, solving problems and/or resolving conflicts.
- Implements policies, procedures and/or processes for the purpose of providing direction and/or complying with mandated requirements.
- Intervenes in occurrences of inappropriate behavior of students for the purpose of assisting students in modifying such behavior and developing successful interpersonal skills.
- Manages a variety of programs and school administrative functions (e.g. student disciplinary policy, Biomedical Academy, schedules, assigned personnel, leadership teams, SSTs, etc.) for the purpose of enforcing school, district and state policy and maintaining safety and efficiency of school operations.
- Participates as a member or facilitator in meetings, workshops and seminars (e.g. common core standards, academy issues,crisis plans, IEPs, staff development, athletics, SBAC, etc.) for the purpose of identifying issues, developing recommendations, providing training, conveying and/or gathering information required to perform functions.
- Prepares a wide variety of materials (e.g. reports, website information, student activities, master schedules, observations write-ups, ratings, correspondence, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Represents the school within community forums for the purpose of maintaining ongoing community support for educational goals and/or assisting with issues related to school environment.
- Supervises assigned school personnel for the purpose of monitoring performance, providing for professional growth and achieving overall objectives of school's curriculum.
- Supports the principal for the purpose of providing assistance with administrative functions and maintaining overall school operations and programs.

## 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: planning and managing projects; using pertinent software applications; preparing and maintaining accurate records; and administering personnel policies; analyzing data; applying assessment instruments; applying curriculum and instructional techniques; enforcing discipline policies; investigating problems.

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 codes, policies, regulations and/or laws; conflict resolution; bookkeeping principles, and concepts of management and supervision; age appropriate activities; knowledge of community resources; practices of personnel administration; safety practices and procedures; stages of child development.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize specific, 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. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; setting priorities; working as part of a team; working with frequent interruptions; creating a positive school climate for students, staff and community; and adapting to changing work priorities.

## Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; directing other persons within a department, large work unit, and/or across several small work units; Utilization of resources from other work units is often 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. The job is performed under minimal temperature variations and in a generally hazard free environment.

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

Education Masters degree in job-related area.

Equivalency

Required Testing

Certificates

Administrators Credential

Continuing Educ./Training

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance

TB Screen

| FLSA Status | Approval Date | Salary Range |
| --- | --- | --- |
| Exempt | | Cert Admin |

# JOB DESCRIPTION

**San Leandro Unified School District**

## Continuation High School Principal

### Purpose Statement

The job of Continuation High School Principal is done for the purpose/s of providing support to the instructional process with specific responsibility for directing overall site operations, services, and staff at the continuation high school; providing information and serving as a resource to others; enforcing established policies and regulatory requirements; coordinating school activities and addressing issues, situations and/or problems that arise on campus or through independent study with enrolled students.

This job reports to Assistant Director, Teaching, Learning & Educational Equity - Secondary Programs

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### Essential Functions

- Collaborates with a variety of groups and/or individuals (e.g. other administrators, teachers, district personnel, support staff, public agencies, community members, etc.) for the purpose of implementing and/or maintaining services and programs for optimal student achievement.
- Develops and/or implements policies, procedures and/or processes (e.g. safety, security, Lighthouse Independent studies, emergency response planning, district initiatives, etc.) for the purpose of providing direction and/or complying with mandated requirements.
- Facilitates communication between personnel, students and/or parents for the purpose of evaluating situations, solving problems and/or resolving conflicts.
- Manages a wide variety of programs and school administrative functions (e.g. Lighthouse Independent Study, budget, staffing, assessments, staff evaluations, student discipline issues, security, etc.) for the purpose of evaluating programs and maintaining safe and efficient school operations within district guidelines.
- Participates as a member or facilitator in meetings, workshops and seminars that frequently involve a range of issues (e.g. common core standards, assessments, staff development, district initiatives, student discipline issues, technology initiatives for Lighthouse, etc.) for the purpose of communicating information, gaining feedback and ensuring that outcomes achieve school, district and/or state objectives.
- Prepares a wide variety of materials (e.g. newsletters, memos, observation and rating write-ups, budget proposals, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Represents the school within community forums for the purpose of maintaining ongoing community support for educational goals and/or assisting with issues related to school environment.
- 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.
- Supervises instructional personnel and other assigned personnel (e.g. hiring, counseling, training, supervising, evaluating, disciplining, providing professional development opportunities, etc.) for the purpose of maintaining necessary staffing, enhancing productivity of staff, and ensuring necessary department/program outcomes are achieved.

## 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: planning and managing projects; using pertinent software applications; preparing and maintaining accurate records; and administering personnel policies; analyzing data; applying assessment instruments; applying curriculum and instructional techniques; conducting interviews; counseling and mentoring employees; critical observation ; enforcing discipline policies; facilitating meetings; investigating problems.

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 codes, policies, regulations and/or laws; conflict resolution; bookkeeping principles, and concepts of management and supervision; practices of personnel administration; practicing cultural competency while working collaboratively with diverse groups and individuals; school safety and security practices; stages of child development.

ABILITY is required to schedule a number of activities, meetings, and/or events; 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 a variety of data; 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: communicating with diverse groups; maintaining confidentiality; setting priorities; working as part of a team; working with frequent interruptions; creating a positive school climate for students, staff and community; motivating staff; and adapting to changing work priorities.

## Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing multiple departments; Utilization of significant resources from other work units is sometimes required to perform the job's functions. There is a continual opportunity to 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, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness.

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

Education Masters degree in job-related area.

Equivalency

Required Testing

Certificates

Administrators Credential

Continuing Educ./Training

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance

TB Screen

| FLSA Status | Approval Date | Salary Range |
|---|---|---|
| Exempt | | Cert Admin |

# JOB DESCRIPTION
**San Leandro Unified School District**

## Elementary Principal

### Purpose Statement

The job of Elementary Principal is done for the purpose/s of providing support to the instructional process with specific responsibility for directing overall site operations, services, and staff at an elementary school; providing information and serving as a resource to others; enforcing established policies and regulatory requirements; coordinating school activities and addressing issues, situations and/or problems that arise on campus or with enrolled students.

This job reports to Director, Teaching, Learning & Educational Equity

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### Essential Functions

- Collaborates with a variety of groups and/or individuals (e.g. other administrators, staff, public agencies, community members, Playworks staff, etc.) for the purpose of implementing and/or maintaining services and programs for optimal student achievement.
- Develops and/or implements policies, procedures and/or processes (e.g. safety, security, crisis teams, emergency response planning, district initiatives, etc.) for the purpose of providing direction and/or complying with mandated requirements.
- Facilitates communication between personnel, students and/or parents for the purpose of evaluating situations, solving problems and/or resolving conflicts.
- Manages school administrative functions (e.g. facility maintenance, budget, staffing, assessments, staff evaluations, student discipline issues, security, etc.) for the purpose of evaluating programs and maintaining safe and efficient school operations within district guidelines.
- Participates as a member or facilitator in meetings, workshops and seminars that frequently involve a range of issues (e.g. common core standards, assessments, staff development, behavioral plans, IEPs, district initiatives, Playworks, etc.) for the purpose of providing training, communicating information, gaining feedback and ensuring adherence to established internal controls required to perform functions.
- Prepares a wide variety of materials (e.g. newsletters, memos, suspension/expulsion letters, staff disciplinary documents, observation and rating write-ups, budget proposals, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Represents the school within community forums for the purpose of maintaining ongoing community support for educational goals and/or assisting with issues related to school environment.
- Researches a variety of topics (e.g. grants, ASES program, Davis Street, alternate funding sources, instructional strategies, common core standards curriculum, state mandated assessments and benchmarks, security issues, union agreements, etc.) for the purpose of maintaining the efficient operation of the school.
- 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.
- Supervises instructional personnel and other assigned personnel (e.g. hiring, counseling, training, supervising, evaluating, disciplining, providing professional development opportunities, etc.) for the

purpose of maintaining necessary staffing, enhancing productivity of staff, and ensuring necessary department/program outcomes are achieved.

## 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: planning and managing projects; using pertinent software applications; preparing and maintaining accurate records; and administering personnel policies; analyzing data; applying assessment instruments; applying curriculum and instructional techniques; conducting interviews; counseling and mentoring employees; critical observation ; enforcing discipline policies; facilitating meetings; investigating problems.

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 codes, policies, regulations and/or laws; conflict resolution; bookkeeping principles, and concepts of management and supervision; practices of personnel administration; practicing cultural competency while working collaboratively with diverse groups and individuals; school safety and security practices; stages of child development.

ABILITY is required to schedule a number of activities, meetings, and/or events; 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 a variety of data; 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: communicating with diverse groups; maintaining confidentiality; setting priorities; working as part of a team; working with frequent interruptions; creating a positive school climate for students, staff and community; motivating staff; and adapting to changing work priorities.

## Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing multiple departments; 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: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 50% sitting, 30% walking, and 20% standing. The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness.

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

Education Masters degree in job-related area.

Equivalency

Required Testing

Certificates
Administrators Credential

Continuing Educ./Training
Maintains Certificates and/or Licenses

Clearances
Criminal Justice Fingerprint/Background Clearance
TB Screen

| FLSA Status | Approval Date | Salary Range |
| --- | --- | --- |
| Exempt | | Cert Admin |

# JOB DESCRIPTION
**San Leandro Unified School District**

## Middle School Principal

### Purpose Statement

The job of Middle School Principal is done for the purpose/s of providing support to the instructional process with specific responsibility for directing overall site operations, services, and staff at a middle school; providing information and serving as a resource to others; enforcing established policies and regulatory requirements; coordinating school activities and addressing issues, situations and/or problems that arise on campus or with enrolled students.

This job reports to Assistant Director, Teaching, Learning & Educational Equity - Secondary Programs

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### Essential Functions

- Collaborates with a variety of groups and/or individuals (e.g. other administrators, staff, public agencies, community members, etc.) for the purpose of implementing and/or maintaining services and programs for optimal student achievement.
- Delegates responsibility for a variety of administrative functions to Assistant Principals and other personnel for the purpose of managing the workload more efficiently.
- Develops and/or implements policies, procedures and/or processes (e.g. safety, security, crisis teams, emergency response planning, district initiatives, etc.) for the purpose of providing direction and/or complying with mandated requirements.
- Facilitates communication between personnel, students and/or parents for the purpose of evaluating situations, solving problems and/or resolving conflicts.
- Manages school administrative functions (e.g. facility maintenance, budget, staffing, assessments, leadership team, staff evaluations, student discipline issues, security, etc.) for the purpose of evaluating programs and maintaining safe and efficient school operations within district guidelines.
- Participates as a member or facilitator in meetings, workshops and seminars that frequently involve a range of issues (e.g. common core standards, assessments, staff development, behavioral plans, IEPs, district initiatives, athletics and after school events, etc.) for the purpose of providing training, communicating information, gaining feedback and ensuring adherence to established internal controls required to perform functions.
- Prepares a wide variety of materials (e.g. newsletters, memos, suspension/expulsion letters, staff disciplinary documents, observation and rating write-ups, budget proposals, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Represents the school within community forums for the purpose of maintaining ongoing community support for educational goals and/or assisting with issues related to school environment.
- Researches a variety of topics (e.g. grants, alternate funding sources, instructional strategies, common core standards curriculum, state mandated assessments and benchmarks, security issues, union agreements, etc.) for the purpose of maintaining the efficient operation of the school.
- 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.

- Supervises instructional personnel and other assigned personnel (e.g. hiring, counseling, training, supervising, evaluating, disciplining, providing professional development opportunities, etc.) for the purpose of maintaining necessary staffing, enhancing productivity of staff, and ensuring necessary department/program outcomes are achieved.

## 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: planning and managing projects; using pertinent software applications; preparing and maintaining accurate records; and administering personnel policies; analyzing data; applying assessment instruments; applying curriculum and instructional techniques; conducting interviews; counseling and mentoring employees; critical observation ; enforcing discipline policies; facilitating meetings; investigating problems.

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 codes, policies, regulations and/or laws; conflict resolution; bookkeeping principles, and concepts of management and supervision; practices of personnel administration; practicing cultural competency while working collaboratively with diverse groups and individuals; school safety and security practices; stages of child development.

ABILITY is required to schedule a number of activities, meetings, and/or events; 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 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: communicating with diverse groups; maintaining confidentiality; setting priorities; working as part of a team; working with frequent interruptions; creating a positive school climate for students, staff and community; motivating staff; and adapting to changing work priorities.

## Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing multiple departments; 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: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 60% sitting, 20%

walking, and 20% standing. The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness.

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

Education Masters degree in job-related area.

Equivalency

| Required Testing | Certificates |
|---|---|
| Pre-Employment Proficiency Test | Administrators Credential |
| **Continuing Educ./Training** | **Clearances** |
| Maintains Certificates and/or Licenses | Criminal Justice Fingerprint/Background Clearance<br>TB Screen |

| FLSA Status | Approval Date | Salary Range |
|---|---|---|
| Exempt | | Cert Admin |

# JOB DESCRIPTION
**San Leandro Unified School District**

## High School Principal

### Purpose Statement

The job of High School Principal is done for the purpose/s of providing support to the instructional process with specific responsibility for directing overall site operations, services, and staff at a high school; providing information and serving as a resource to others; enforcing established policies and regulatory requirements; coordinating school activities and addressing issues, situations and/or problems that arise on campus or with enrolled students.

This job reports to Assistant Director, Teaching, Learning & Educational Equity - Secondary Programs

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### Essential Functions

- Collaborates with a variety of groups and/or individuals (e.g. other administrators, teachers, district personnel, support staff, public agencies, community members, etc.) for the purpose of implementing and/or maintaining services and programs for optimal student achievement.
- Delegates responsibility for a variety of administrative functions to Assistant Principals and other personnel for the purpose of managing the workload more efficiently.
- Develops and/or implements policies, procedures and/or processes (e.g. safety, security, crisis teams, emergency response planning, district initiatives, etc.) for the purpose of providing direction and/or complying with mandated requirements.
- Facilitates communication between personnel, students and/or parents for the purpose of evaluating situations, solving problems and/or resolving conflicts.
- Manages a wide variety of programs and school administrative functions (e.g. facility maintenance, budget, staffing, assessments, leadership team, staff evaluations, student discipline issues, security, AVID, etc.) for the purpose of evaluating programs and maintaining safe and efficient school operations within district guidelines.
- Participates as a member or facilitator in meetings, workshops and seminars that frequently involve a range of issues (e.g. common core standards, assessments, staff development, district initiatives, athletics, after school events, advanced coursework/ AP, etc.) for the purpose of providing training, communicating information, gaining feedback and ensuring that outcomes achieve school, district and/or state objectives.
- Prepares a wide variety of materials (e.g. newsletters, memos, suspension/expulsion letters, staff disciplinary documents, observation and rating write-ups, budget proposals, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Represents the school within community forums for the purpose of maintaining ongoing community support for educational goals and/or assisting with issues related to school environment.
- Researches a variety of topics (e.g. grants, alternate funding sources, instructional strategies, common core standards curriculum, state mandated assessments and benchmarks, security issues, union agreements, etc.) for the purpose of maintaining and enhancing the efficient operation of the school.
- 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.

- Supervises instructional personnel and other assigned personnel (e.g. hiring, counseling, training, supervising, evaluating, disciplining, providing professional development opportunities, etc.) for the purpose of maintaining necessary staffing, enhancing productivity of staff, and ensuring necessary department/program outcomes are achieved.

## 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: planning and managing projects; using pertinent software applications; preparing and maintaining accurate records; and administering personnel policies; analyzing data; applying assessment instruments; applying curriculum and instructional techniques; conducting interviews; counseling and mentoring employees; critical observation ; enforcing discipline policies; facilitating meetings; investigating problems.

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 codes, policies, regulations and/or laws; conflict resolution; bookkeeping principles, and concepts of management and supervision; practices of personnel administration; practicing cultural competency while working collaboratively with diverse groups and individuals; school safety and security practices; stages of child development.

ABILITY is required to schedule a number of activities, meetings, and/or events; 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 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: communicating with diverse groups; maintaining confidentiality; setting priorities; working as part of a team; working with frequent interruptions; creating a positive school climate for students, staff and community; motivating staff; and adapting to changing work priorities.

## Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing multiple departments; Utilization of significant resources from other work units is routinely 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: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching,

and/or crawling and significant fine finger dexterity. Generally the job requires 70% sitting, 20% walking, and 10% standing. The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness.

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

Education Masters degree in job-related area.

Equivalency

Required Testing

Certificates
Administrators Credential

Continuing Educ./Training
Maintains Certificates and/or Licenses

Clearances
Criminal Justice Fingerprint/Background Clearance
TB Screen

| FLSA Status | Approval Date | Salary Range |
|---|---|---|
| Exempt | | Cert Admin |

# JOB DESCRIPTION

**San Leandro Unified School District**

## Assistant Director - Personnel Services

### Purpose Statement

The job of Assistant Director, Personnel Services is done for the purpose/s of planning, implementing, directing and supporting the delivery of personnel services programs and functions with specific responsibilities related to the hiring, training, and evaluation of certificated and classified employees; operating and supervising a variety of programs and services; planning, coordinating, implementing and evaluating support programs; supporting the assistant superintendent with the implementation of district goals and objectives; and providing information and serving as a resource to others.

This job reports to the Assistant Superintendent of Personnel 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 supporting services and programs.
- Compiles data from a wide variety of sources (e.g. programs, administration, teachers, students, etc., etc.) for the purpose of analyzing issues, ensuring compliance with organization policies and procedures, and/or monitoring program components.
- Coordinates, manages, and assists with the implementation of a wide variety of personnel services programs (e.g. student teachers, teacher induction, substitute employee placement) for the purpose of ensuring compliance and operational efficiency.
- Performs personnel functions (e.g. evaluating, hiring, recruiting, disciplining, supervising, etc.) for the purpose of ensuring standards are achieved and performance maximized.
- Works directly with the business services department to assist with the implementation of programs related to both departments (e.g. workers compensation, risk management, contracted services) for the purpose of increasing efficiency between departments and providing better customer service.
- Designs services for the purpose of implementing professional development program activities that address identified training needs.
- Participates in the negotiation of contracts and agreements (e.g. bargaining groups, employee interest groups, etc.) for the purpose of achieving outcomes consistent with the district's long and short range goals.
- 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.
- Participates in meetings, workshops, trainings, and seminars for the purpose of conveying and/or gathering information required to perform functions.
- 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; planning and managing projects; preparing and maintaining accurate records; training, developing and supervising staff; monitoring and developing budgets; counseling and mentoring employees; and facilitating meetings.

KNOWLEDGE is required to perform advanced math; 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: 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; collective bargaining theory; and human resources processes and procedures.

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 frequently requires independent interpretation of guidelines; and problem solving 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 60% sitting, 30% walking, and 10% 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.

Equivalency

Required Testing

Certificates

Administrators Credential
Teaching Credential
Driver's License & Evidence of Insurability

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance
TB Screen

| FLSA Status | Approval Date | Salary Range |
|---|---|---|
| Exempt | Pending Board Approval: 2/6/18 | Cert Admin |

# JOB DESCRIPTION

**San Leandro Unified School District**

## Executive Assistant - Cabinet

### Purpose Statement

The job of Executive Assistant - Cabinet is done for the purpose/s of assisting the Superintendent and Cabinet in the daily operation of the district as well as the planning, implementing, directing and maintaining of District programs by providing a wide variety of complex and confidential administrative and secretarial support; analyzing requests and providing recommendations for action; communicating information on behalf of the district and the governing board to its staff, other districts, public agencies, etc.; and overseeing assigned personnel.

This job reports to Superintendnent or Assigned Administrator

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### Essential Functions

- Attends Board meetings, public hearings and work sessions for the purpose of providing information, recording minutes, coordinating materials distribution and/or supporting the needs of attendees.
- Compiles data from a wide variety of diversified sources (e.g. staff members, Board Members, Community Organizations, government agencies, etc.) for the purpose of preparing reports, making recommendations, and/or preparing information for assigned administrator.
- Coordinates a wide variety of projects, activities and/or events for the Superintendent, Cabinet and/or Board (e.g. meetings, receptions, luncheons, workshops, travel/accommodations, etc.) for the purpose of completing activities and/or delivering services in a timely fashion.
- Maintains a wide variety of complex manual and electronic documents files and records (e.g. contacts, budget data, financial records, time sheets, legislative information, databases, board minutes, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Monitors a variety of activities on behalf of assigned Administrator (e.g. procedures, program components, statistical data, public relations issues, meeting arrangements, account balances, etc.) for the purpose of achieving goals and meeting target dates in compliance with established guidelines and regulatory requirements.
- Oversees the work activities within the office for the purpose of organizing assignments, monitoring progress, and ensuring completion within established guidelines.
- Participates in a variety of meetings, workshops, and/or trainings for the purpose of providing or receiving information, recording minutes, and supporting the needs of the attendees.
- Prepares a wide variety of complex written materials (e.g. correspondence, agendas, minutes, event programs, bulletins, reports, etc.) for the purpose of communicating information and/or creating documentation in compliance with established guidelines.
- Processes a wide variety of complex documents and materials (e.g. work orders, requisitions, travel reimbursements, budget transfers, state and federal reports, etc.) for the purpose of disseminating information in compliance with administrative guidelines and/or regulatory requirements.
- Reconciles account balances for assigned budget categories for the purpose of maintaining accurate account balances.

- Researches a variety of topics (e.g. current practices, policies, education codes, board agenda items, parental complaints, legal updates, etc.) for the purpose of providing information and/or recommendations and/or addressing a variety of administrative requirements.
- Responds to a wide variety of calls, concern and/or complaints for the purpose of resolving problems, providing information and/or referring to appropriate personnel.
- Schedules a wide variety of activities (e.g. appointments, meetings, travel reservations/accommodations, facility usage, etc.) for the purpose of making necessary arrangements for the Superintendent, Cabinet, other administrators and/or board members.
- Supports Superintendent, Cabinet and Governing Board for the purpose of providing assistance with their functions and responsibilities.

## 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 tasks with a potential need to 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 pertinent software applications; planning and managing projects; preparing and maintaining accurate records; and utilizing delegated authority.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; 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: school district operations and philosophy; concepts of grammar and punctuation; and business telephone etiquette.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with 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 varied types and/or purposes; and utilize a variety 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 moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; working flexible hours; working with constant interruptions; and working with detailed information/data.

## Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; Utilization of resources from other work units is often required to perform the job's functions. There is a continual 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, some stooping, kneeling, crouching, and/or

crawling and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. The job is performed in a generally hazard free environment.

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

Education Targeted, job related education with study in job-related area.

Equivalency

Required Testing

Pre-Employment Proficiency Test

Certificates

Driver's License & Evidence of Insurability

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance

TB Screen

| FLSA Status | Approval Date | Salary Range |
|---|---|---|
| Non Exempt | | 65 |

# JOB DESCRIPTION

**San Leandro Unified School District**

## Director, Food Services (Director, Food & Nutrition Services)

### Purpose Statement

The job of Director, Food Services (Director, Food & Nutrition Services) is done for the purpose/s of directing food and nutrition programs and services; 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 Assistant Superintendent - Business and Operations (Assistant Superintendent, Business Services)

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### Essential Functions

- Administers and complies with rules pertaining to a variety of mandated programs (e.g. ADE and USDA regulations, National School Lunch Program, School Breakfast Program, Summer Food Service Program for Children, USDA donated food program HACCP standards, etc.) for the purpose of operating an efficient and successful food service program within safety rules and regulations.
- 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.
- Develops and implements a system for collecting, analyzing, comparing and reporting cost for each school operation for the purpose of evaluating cost-effectiveness of each program.
- Directs department operations, the maintenance of services and the implementation of new programs and/or processes (e.g. best practices in the preparation and serving of large quantities of food, preparing balanced/appetizing menus for children of all ages, catering district meetings, operating an employee deli, estimating quantities of food needed and purchased economically, etc.) for the purpose of providing services within established timeframes and in compliance with related requirements.
- Implements and monitors a process for identifying economically needy students for the purpose of maintaining confidentiality and expediting the receipt of meals in accordance with federal, state and district policies.
- Inspects kitchens and cafeterias for the purpose of ensuring healthful and sanitary conditions.
- Manages a wide variety of programs and related activities (e.g. staffing formulas, MySchoolBucks and NutriKids reports, labor allocations, student satisfaction, financial policies and procedures, inventory control of food and supplies, reconciliation of bank deposits and commodity purchases, selling prices recommendations, etc.) for the purpose of ensuring district compliance with state, federal and/or local regulations.
- Monitors budget allocations, expenditures, contractual agreements, fund balances and related financial activities for the purpose of 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, advisory committees, workshops and seminars that frequently involve a range of issues (e.g. operational procedures, financial processes, goals attainment, problem resolution, personnel and staffing, professional development, etc.) for the purpose of identifying issues, developing recommendations, providing information on policies and procedures, conducting training, gathering information, supporting other staff and serving as a district liaison.

- Presents information to district personnel and public community groups (e.g. food service goals and activities, budget overviews, accounting processes, distribution formulas, new regulations, etc.) for the purpose of communicating information, gaining feedback, involving the community and ensuring adherence to established internal controls.
- Procures and coordinates maintenance of food service equipment for the purpose of ensuring equipment is in safe and working order.
- Researches a variety of topics (e.g. new products, nutrient analysis of foods served, safety and health requirements, laws, regulations, food and equipment markets, etc.) for the purpose of recommending purchases, contracts and maintaining district wide services.
- Responds to issue involving staff, conflicts in polices and regulations, community concerns, parental request 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.
- Supervises department functions including hiring/termination/promotion recommendations, planning/scheduling/coordinating activities, training, advising, consulting, participation in formal grievance process, etc for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving department objectives within budget.

## 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; analyzing budgets; analyzing data; conducting interviews; conducting meetings; enforcing rules and regulations.

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; and concepts of quantity cooking and nutritional analysis; health standards and hazards.

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 independently work with others in a wide variety of circumstances; work with 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 data of varied types and/or purposes; and utilize a variety 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: 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; maintaining confidentiality.

**Responsibility**

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing a department; Utilization of resources from other work units is often 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: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

| | |
|---|---|
| Experience | Job related experience within a specialized field with increasing levels of responsibility is required. |
| Education | Bachelors degree in job-related area. |
| Equivalency | Any combination of training, experience and education which provides the required knowledge, skills and ability to perform the duties of the position. For Example, Completion of four years of college work in institutional management, nutrition or closely related fields and there years of supervisor experience in school food service, including responsibility for financial stability of the operation. Experience. |

| Required Testing | Certificates |
|---|---|
| Pre-Employment Proficiency Test | Food Handlers/SafeServ Certificate |
| **Continuing Educ./Training** | **Clearances** |
| BA, BS degree in related area with increasing levels of job-related experience may substitute for MA Degree. | Criminal Justice Fingerprint/Background Clearance |
| Maintains Certificates and/or Licenses | TB Screen |
| | Valid CA State Driver's License & Evidence of Insurability |

| FLSA Status | Approval Date | Salary Range |
|---|---|---|
| Exempt | | 20 |

# JOB DESCRIPTION

**San Leandro Unified School District**

## Food and Nutrition Services Manager A

### Purpose Statement

The job of Food and Nutrition Services Manager A is done for the purpose/s of providing support to the food service activities at assigned location with specific responsibilities for organizing, operating and supervising a school site kitchen; managing satellite service operations; preparing food items that meet mandated nutritional requirements and/or requests of students and/or school personnel; verifying quantities and specifications of orders; serving food; and maintaining facilities in a safe and sanitary condition.

This job reports to Executive manager of Food and Nutrition Services

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### Essential Functions

- Attends unit meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.
- Cleans utensils, equipment, and storage, food preparation and serving areas for the purpose of maintaining required sanitary conditions.
- Cooks food, prepared and/or from scratch, for the purpose of meeting mandated nutritional and projected meal requirements.
- Estimates food preparation amounts and adjusts recipes if required for the purpose of meeting projected meal requirements and minimizing waste.
- Evaluates prepared foods for flavor, appearance and temperature for the purpose of providing items that will be accepted by students and/or staff.
- Inspects food items for the purpose of verifying quantity, quality and specifications of orders to meet preparation requirements and/or complying with mandated health standards.
- Inventories food, condiments and supplies for the purpose of ensuring availability of items required for meeting projected menu requirements.
- Maintains and prepares a variety of electronic and manual records for the purpose of completing participation reports, production records and other required documents.
- Maintains equipment, storage, food preparation and serving areas in a sanitary condition for the purpose of complying with current health standards.
- Monitors kitchen and cafeteria areas for the purpose of ensuring a safe and sanitary working environment.
- Oversees the preparation, distribution and service of food at the school site and satellite kitchens for the purpose of meeting required program rules for child nutrition and health standards.
- Oversees the portioning and packaging of foods/meals for the purpose of assuring that National School Lunch and Breakfast Programs meal requirements are met.
- Performs functions of other nutritional services positions, as needed for the purpose of ensuring adequate staff coverage within site nutritional services operations.
- Serves one or more items of food for the purpose of meeting mandated nutritional requirements and/or requests of students and school personnel.
- Supervises and evaluates assigned food service employees for the purpose of providing oversight and evaluation of cafeteria workers.

## 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 single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating equipment found in a commercial kitchen; collecting money; and using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: safety practices and procedures; quantity food preparation and handling; an health standards and hazards.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of processes. Ability is also required to work with a diversity of individuals; work with a variety of data; and utilize a variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: setting priorities; working as part of a team; and working with interruptions.

## Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; There is a continual opportunity to 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, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 40% walking, and 50% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

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

Education — High school diploma or equivalent.

Equivalency

Required Testing

Certificates
ServSafe Certificate

Continuing Educ./Training

Clearances
Criminal Justice Fingerprint/Background Clearance
TB Screen

| FLSA Status | Approval Date | Salary Range |
| --- | --- | --- |
| Exempt | | 85 |

# JOB DESCRIPTION

**San Leandro Unified School District**

## Food and Nutrition Services Manager B

### Purpose Statement

The job of Food and Nutrition Services Manager B is done for the purpose/s of providing support to district food services by organizing, operating and supervising high school centralized food service production kitchen operation; overseeing a la carte program for elementary school site; verifying quantities and specifications of orders; serving food; and maintaining facilities in a safe and sanitary condition.

This job is distinguished from similar jobs by the following characteristics: Food and Nutrition Services Manager B differs from Food and Nutrition Services Manager A due to a greater number of staff to supervise, more meals prepared and served, and a greater number of work days.

This job reports to Executive Manager of Food and Nutrition Services

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### Essential Functions

- Attends unit meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.
- Cleans utensils, equipment, and storage, food preparation and serving areas for the purpose of maintaining required sanitary conditions.
- Cooks food, prepared and/or from scratch, for the purpose of meeting mandated nutritional and projected meal requirements.
- Estimates food preparation amounts and adjusts recipes if required for the purpose of meeting projected meal requirements and minimizing waste.
- Evaluates prepared foods for flavor, appearance and temperature for the purpose of providing items that will be accepted by students and/or staff.
- Inspects food items for the purpose of verifying quantity, quality and specifications of orders to meet preparation requirements and/or complying with mandated health standards.
- Inventories food, condiments and supplies for the purpose of ensuring availability of items required for meeting projected menu requirements.
- Maintains equipment, storage, food preparation and serving areas in a sanitary condition for the purpose of complying with current health standards.
- Maintains and prepares a variety of electronic and manual records for the purpose of completing participation reports, production records and other required documents.
- Monitors kitchen and cafeteria areas for the purpose of ensuring a safe and sanitary working environment.
- Oversees the preparation, distribution and service of food at the school site and satellite kitchens for the purpose of meeting required program rules for child nutrition and health standards.
- Oversees the portioning and packaging of foods/meals for the purpose of assuring that National School Lunch and Breakfast Programs meal requirements are met.
- Performs functions of other nutritional services positions, as needed for the purpose of ensuring adequate staff coverage within site nutritional services operations.

- Serves one or more items of food for the purpose of meeting mandated nutritional requirements and/or requests of students and school personnel.
- Supervises and evaluates assigned food service employees for the purpose of providing oversight and evaluation of cafeteria workers.

**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 single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating equipment found in a commercial kitchen; collecting money; and using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: safety practices and procedures; quantity food preparation and handling; an health standards and hazards.

ABILITY is required to schedule activities and/or meetings; 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; work with data utilizing defined and similar processes; and operate equipment using a variety of processes. Ability is also required to work with a diversity of individuals; work with a variety of data; and utilize a variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: setting priorities; working as part of a team; and working with interruptions.

**Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; There is a continual opportunity to 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, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 40% walking, and 50% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

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

Education High school diploma or equivalent.

Equivalency

Required Testing

Certificates

ServSafe Certificate

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance

TB Screen

| FLSA Status | Approval Date | Salary Range |
| --- | --- | --- |
| Exempt | | 80 |

# JOB DESCRIPTION

**San Leandro Unified School District**

## Director, Business Services

### Purpose Statement

The job of Director, Business Services is done for the purpose/s of directing all fiscal activities of the business office; achieving defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with established guidelines; directing the continuous in-house control of local site and department budgets; and serving as a resource to others for local school accounting functions.

This job reports to Associate Superintendent Business & Operations

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### Essential Functions

- Advises administrative staff and school personnel on program budgets (e.g. the implications of funding alternatives, proposed program adjustments, revenue options, etc.) for the purpose of providing assistance to all levels of management in the resolution of budget variances, and other financial issues.
- Advises the Associate Superintendent with a variety of administrative functions (e.g. preparing special reports, developing cost effective business and operational practices, etc.) for the purpose of assuring that all accounting procedures are performed in an effective and accurate manner, according to the laws of the State and the requirements of the county office.
- Analyzes a variety of financial information (e.g. budget variances, cost projections, etc.) for the purpose of providing direction and support, making recommendations, maximizing use of funds, and/or ensuring overall operations are within budget.
- Collaborates with the external auditor and the County Office of Education for the purpose of ensuring fiscal practices, procedures and reports meet Federal, State and County requirements including compliance with Government Accounting Standards Board (GASB).
- Compiles data from a wide variety of sources (e.g. staff, public agencies, school districts, etc.) for the purpose of analyzing issues, ensuring compliance with organization policies and procedures, and/or monitoring program components.
- Conducts internal audits (e.g. general and special funds, etc.) for the purpose of ensuring program operations are within budget and in accordance with fiscal practices.
- Directs and monitors department operations; the maintenance of services and the implementation of new programs and/or processes (e.g. monthly payroll preparation, vendor payments, collection and posting of revenues, reconciliation of district accounting records, district budget management on a daily basis, student body accounting, District's Risk Management programs, etc.) for the purpose of providing services within established timeframes and in compliance with related requirements.
- Facilitates meetings, workshops, seminars, etc. (e.g. financial procedures, regulatory requirements, interdepartmental needs, fundamentals of sound fiscal management and budgetary controls,
- budget overviews, accounting processes, distribution formulas, etc.) for the purpose of serving as chief trainer and resource in budget and business issues, identifying issues, developing recommendations, and supporting other staff.
- Maintains a variety of manual and electronic fiscal information, files and records (e.g. accounts payable, accounts receivable, student activities, contracts, Fiscal procedures manual, etc.) for the purpose of providing an up-to-date reference and audit trail.

- Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions and serving as District representative.
- Performs personnel functions for all employees in the department (e.g. interviewing, selecting, training, evaluating, supervising, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget.
- Prepares a wide variety of materials (e.g. annual budgets, timely and accurate financial statements, reports for the Board, Superintendent, department administrators, Standardized Account Code forms for submission to the state, etc.) for the purpose of documenting activities and issues, meeting compliance requirements, and/or providing supporting materials for requested actions.
- Researches financial topics and related legal issues (e.g. discrepancies, current legislative trends, etc.) for the purpose of evaluating compliance requirements and potential implications on district operations.
- Responds to a wide variety of inquiries of staff, district personnel, other professional organizations, state and local agencies, etc. (e.g. accounting guidelines, expenditure status, grant guidelines, etc.) for the purpose of resolving problems, providing information and/or referring to appropriate personnel.
- Serves as the custodian of all district funds and fiscal records and the budget control officer for the purpose of directing the continuous in-house control of local site and department budgets.
- Supports superintendent, associate and assistant superintendents for the purpose of providing assistance to all levels of management regarding long range financial planning an fiscal support of negotiations.

## 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 a variety of software applications; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to utilize theoretical mathematical concepts; 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; program planning and development; school budgeting, policies and audit procedures; concepts of grammar and punctuation; principles of public and fund accounting and budgeting.

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 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 moderate to significant. 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 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: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 85% sitting, 10% walking, and 5% 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 | Bachelors degree in job-related area. |
| Equivalency | Equivalent to the completion of a Bachelor's Degree from an accredited college or university with a major in Accounting, Business Administration, closely related fields or four years of additional related management experience. |

| Required Testing | Certificates |
|---|---|
| Pre-Employment Proficiency Test | |

| Continuing Educ./Training | Clearances |
|---|---|
| BA, BS degree in related area with increasing levels of job-related experience may substitute for MA Degree. | Criminal Justice Fingerprint/Background Clearance |
| Maintains Certificates and/or Licenses | TB Screen |
| | Valid CA State Driver's License & Evidence of Insurability |

| FLSA Status | Approval Date | Salary Range |
|---|---|---|
| Exempt | | 10 |

# JOB DESCRIPTION

**San Leandro Unified School District**

## Director, Facilities, Construction, Maintenance and Operations

### Purpose Statement

The job of Director, Facilities, Construction, Maintenance and Operations is done for the purpose/s of directing maintenance, custodial, and grounds services; managing planning and design of school facilities projects and Capital Improvement Plans; achieving defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with local, state and federal facility requirements and established guidelines; and ensuring proper allocation of expenditures and revenues.

This job reports to Assistant Superintendent - Business Services

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### Essential Functions

- Communicates with administrators, personnel and outside organizations for the purpose of implementing and/or maintaining services and programs, coordinating activities, resolving issues and conflicts and exchanging information.
- Coordinates activities (e.g. systemic renovations, inspections, contractor and architect meetings, permitting activities, bidding calendars, mandated reports, etc.) for the purpose of ensuring that all phases of construction project are completed within budget and specifications and with minimal interruption to site personnel.
- Develops educational specifications, policies and procedures, project scopes, specifications, etc. for the purpose of analyzing and providing data relevant to the approval, acquisition, planning and design of school facilities.
- Directs department operations; the maintenance of services and the implementation of new programs and/or processes (e.g. site repairs/construction, preventive maintenance, planning and construction of new facilities, etc.) for the purpose of providing services within established timeframes and in compliance with related requirements.
- Facilitates and/or participates in meetings, workshops and seminars (e.g. monthly Directors' meetings, Measure B, architect and construction management meetings, etc.) for the purpose of conveying and/or gathering information required to perform functions, identifying issues, developing recommendations, supporting other staff, and serving as a District representative.
- Forecasts enrollment and facility requirements for the purpose of providing information and budgets for the capital Improvements and related activities.
- Inspects new construction and facilities for building renovations and remodeling for the purpose of ensuring that jobs are completed efficiently; specifications are within regulatory requirements; and approving inspection reports and payment requests.
- Maintains manual and electronic documents, files and records (e.g. specifications, contracts, archival information, etc.) for the purpose of providing up-to-date reference materials.
- Manages a wide variety of programs (e.g. redistricting, coordination with outside vendors, obtaining permits, etc.) for the purpose of ensuring district compliance with established guidelines.
- Monitors budget allocations, expenditures, fund balances and related financial activities for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed.

- Performs personnel functions (e.g. interviewing, evaluating, supervising, recommending promotions, terminations, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget.
- Prepares a wide variety of written materials (e.g. correspondence, memos, bid specifications, reports, policy/procedures, budget, contracts, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Presents to a variety of groups (e.g. Board of Education, subcommittees, funding agencies, community groups, etc.) for the purpose of providing information, making recommendations, obtaining approvals, and/or ensuring compliance with established guidelines.
- Researches a variety of information (e.g. new maintenance equipment, advising on hiring of contractors, new laws and regulations, etc.) for the purpose of developing new programs/services, ensuring compliance with relevant requirements, securing general information for planning, taking appropriate actions, and/or responding to requests.
- Responds to inquiries (e.g. administrative staff, local inspectors, contractors, architects, the public, etc.) for the purpose of providing required information and/or referring to appropriate source.
- Reviews county and municipal development plans for the purpose of performing tests and/or identifying school sites for developers in accordance with regulatory requirements.
- Serves as a District liaison for the purpose of facilitating communication between the department and architects/contractors and establishing/maintaining good rapport with employees, administrators and government agencies.

## 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 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 utilize theoretical mathematical concepts; 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 ;local government administration and budgeting; and pertinent software applications.

ABILITY is required to schedule a 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 independently work with others in a wide variety of circumstances; work with 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 data of varied types and/or purposes; and utilize a variety 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. 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 multiple departments; 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, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 75% sitting, 15% walking, and 10% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

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

Education — Bachelors degree in job-related area.

Equivalency

Required Testing

Pre-Employment Proficiency Test

Certificates

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance

TB Screen

Valid CA State Driver's License & Evidence of Insurability

| FLSA Status | Approval Date | Salary Range |
|---|---|---|
| Exempt | | 20 |

# JOB DESCRIPTION

**San Leandro Unified School District**

## Manager, Maintenance and Operations

### Purpose Statement

The job of Manager, Maintenance and Operations is done for the purpose/s of directing maintenance, custodial and grounds services; achieving defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with established guidelines; scheduling work assignments within established timeframes and standards; providing information and serving as a resource to others.

This job reports to Director Facilites, Construction, Maintenance & Operations

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### Essential Functions

- Collaborates with internal and external personnel (e.g. other administrators, auditors, public agencies, community members, Alameda County Office of Education staff, EBMUD and PG&E, etc.) for the purpose of implementing and/or maintaining services and programs.
- Directs department operations; the maintenance of services and the implementation of new programs and/or processes (e.g. site repairs/construction, preventive maintenance, pesticide and herbicide use, elevator and chair lift inspections, functioning of communication systems, water and energy conservation, etc.) for the purpose of providing services within established timeframes and in compliance with related requirements.
- Inspects new construction, repair work, projects, equipment, work orders, daily maintenance and supplies (e.g. fire alarm inspections, roofing repairs, carpet replacements, alteration of school buildings, etc.) for the purpose of ensuring that jobs are completed efficiently; specifications are within regulatory requirements; and approving inspection reports and payment requests.
- Maintains manual and electronic documents, files and records (e.g. specifications, contracts, archival information, compliance reports, etc.) for the purpose of providing up-to-date reference materials.
- Monitors budget allocations, expenditures, fund balances and related financial activities (e.g. maintenance expenditures, Sonitrol expenditures, custodial budget, deferred maintenance project budgets, purchase orders, etc.) for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed.
- Participates in meetings, workshops and seminars (e.g. monthly Directors' meetings, monthly City/District Liaison meeting, maintenance yard meetings, Measure B, architect and construction management meetings, Teamster/Trades negotiations, interview panels with HR, safety training, etc.) for the purpose of conveying and/or gathering information required to perform functions, identifying issues, developing recommendations, supporting other staff, and serving as a District representative.
- Performs personnel functions (e.g. interviewing, selecting, training, assigning, supervising, disciplining, evaluating, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget.
- Prepares a wide variety of written materials (e.g. correspondence, memos, CalOSHA reports, policy/procedures, budget, insurance claims, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Responds to inquiries (e.g. administrative staff, local inspectors, custodial/maintenance/grounds staff, contractors, architects, the public, etc.) for the purpose of providing required information and/or referring to appropriate source.

- Serves as a liaison between the department, architects/contractors, federal/state and local entities, etc. for the purpose of facilitating communication.
- Supervises work and workplace safety standards for the purpose of ensuring compliance with regulatory requirements and developing a program of preventive safety on a district wide basis.

## 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 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 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; and standard business practices.

ABILITY is required to schedule a 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 independently work with others in a wide variety of circumstances; work with data utilizing defined and similar 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 job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. 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 under limited supervision using standardized practices and/or methods; managing multiple departments; Utilization of significant resources from other work units is sometimes required to perform the job's functions. There is a continual opportunity to 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, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 70% sitting, 20% walking, and 10% standing. The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness.

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

Education Targeted, job related education with study in job-related area.

Equivalency

Required Testing

Pre-Employment Proficiency Test

Certificates

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance

TB Screen

| FLSA Status | Approval Date | Salary Range |
|---|---|---|
| Exempt | | 40 |

# JOB DESCRIPTION

**San Leandro Unified School District**

## Theater Facilities Supervisor

### Purpose Statement

The job of Theater Facilities Supervisor is done for the purpose/s of overseeing the use of the theaters by all uses; coordinating/organizing technical aspects for productions; ensuring the safety of equipments, students, personnel and public; instructing, training and supervising students; providing information to others; and implementing and maintaining services within established guidelines and standards.

This job reports to High School Principal

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### Essential Functions

- Collaborates with others (e.g. district personnel, other district personnel, community organizations, etc.) for the purpose of implementing and maintaining services and/or programs.
- Coordinates program components, support needs and materials (e.g. facility needs, lighting, sound, rigging, etc.) for the purpose of meeting production and performance requirements.
- Establishes teams of students and volunteers (paid and non-paid) for the purpose of meeting the ongoing staffing needs of the program.
- Instructs, trains and supervises a variety of personnel (e.g. student assistants, other employees, volunteers, community groups, etc.) for the purpose of providing knowledge about technical theater practices and ensuring safety of individuals as well as equipment.
- 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 production support crews (students) for the purpose of providing support to theater productions.
- Monitors fund balances of theater programs and related financial activity for the purpose of ensuring that expenses are within budget limits and/or fiscal practices are followed.
- Participates in meetings, workshops, trainings, and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Prepares a variety of program-mandated reports for the purpose of ensuring ongoing funding by complying with district and/or grant/program requirements.
- Presents information to District and Community groups (e.g. program offerings, participation levels, marketing the Arts Education Center, etc.) for the purpose of promoting program, gaining feedback and complying with established internal controls.
- Requests equipment and supplies for the purpose of maintaining inventory and ensuring availability of items required to complete the necessary installation and/or repair.
- Supervises a variety of personnel (e.g. students, employees, community groups, other users, etc.) for the purpose of according to established safety guidelines, policies and procedures.

### 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: problem-solving skills; operating standard office equipment including pertinent software applications; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; 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: specialized knowledge of and experience with stagecraft and stage operations; lighting, sound, rigging, equipment and theater safety; concepts of grammar and punctuation; grant administration; community resources; and district policies and procedures.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; routinely 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 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 data of widely varied types and/or purposes; and utilize a variety of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; setting priorities; working flexible hours, building collaborative relationships; and working with constant interruptions.

### 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 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, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 40% walking, and 50% standing. The job is performed under minimal temperature variations.

Experience Job related experience within a specialized field is required.

Education Bachelors degree in job-related area.

Equivalency

Required Testing

Certificates

Driver's License & Evidence of Insurability

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance

TB Screen

| FLSA Status | Approval Date | Salary Range |
|---|---|---|
| Exempt | | 50 |

# 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 Director of Technology, Assessment, Research & Evaluation

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### 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, 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 (file, print, application, 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.

Equivalency

Required Testing

Certificates

Driver's License & Evidence of Insurability

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance

TB Screen

| FLSA Status | Approval Date | Salary Range |
|---|---|---|
| Exempt | | 15 |