

**RIVER DELTA UNIFIED SCHOOL DISTRICT
SUPERINTENDENT**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To assume full management responsibility for River Delta Unified School District, including all school sites curriculums, special services and programs, human resource functions, and business operations; to plan, direct, manage and oversee activities and operations; and to provide highly responsible and complex administrative support to the Board of Trustees.

SUPERVISION RECEIVED AND EXERCISED

Receives policy direction from the Board of Trustees.

Exercises direct supervision over management, supervisory, professional, technical and clerical staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS -- *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Assume full management responsibility for all school sites, curriculums, special services and programs, human resource functions and business operations; direct and administer policies and procedures.
2. Develop District goals, objectives, policies, and priorities, direct implementation.
3. Establish appropriate staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
4. Plan, direct, and coordinate, through subordinate level managers, the District's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with staff members to identify and resolve problems.
5. Assess and monitor workload, administrative and support system, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
6. Select, train, motivate and evaluate District personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
7. Oversee the development and administration of the District budget; approve the forecast of funds needed for staffing, equipment, materials, and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
8. Explain, justify and defend District programs, policies, and activities; negotiate and resolve sensitive and controversial issues.
9. Represent the District to the Board, other school districts, offices of education and outside agencies; coordinate the district activities with those of other districts and outside agencies and organizations.
10. Provide staff assistance to the Board of Trustees; participate on a variety of boards, commission and committees; prepare and present staff reports and other necessary correspondence.
11. Provide staff support to assigned boards and commissions.

12. Attend and participate in professional group meetings; stay abreast of changes and new developments in education administration and school curriculum.
13. Respond to and resolve difficult and sensitive inquiries and complaints; administer grievance and complaint procedures.

Marginal Functions:

1. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services, and activities of a unified school district
Instructional methods and techniques
Alternative education programs and curriculum
Management skills to analyze problems, policies, and operational needs
Principles and practices of program development and administration.
Principles and practices of budget preparation and administration.
Principles of supervision, training and performance evaluation.
Pertinent Federal, State, and local laws, codes, and regulations.
Education Code.

Ability to:

Plan , organize, direct, and coordinate the work of lower level staff.
Select, supervise, train and evaluate staff.
Delegate authority and responsibility.
Lead and direct the operations, services and activities of the District.
Identify and respond to the Board of Trustee issues, concerns and needs.
Develop and administer district goals, objectives, and procedures.
Prepare clear and concise administrative reports.
Prepare and administer large and complex budgets.
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
Research, analyze and evaluate new service delivery method and techniques.
Interpret and apply Federal, State, and local policies, laws and regulations
Communicate clearly and concisely, both orally and in writing
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain effective audio-visual discrimination and perception needed for successful job performance
Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Eight years of increasingly responsible experience in education including five years of administrative experience.

Training:

Equivalent to a Master's degree from an accredited college or university with major course work in education, education administration, public administration, or another related field. Bilingual, oral and written (Spanish) preferred, not required.

License of Certificate:

Possession of an administrative credential issued by the State of California.

WORKING CONDITIONS:

Environmental Conditions:

Office environment.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sustained posture in a seated and in a standing position.