

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**

Supervise and evaluate the performance of designated certificated and classified personnel; model district standards of ethics and professionalism; assign duties to faculty and staff as appropriate to meet school objectives; assist with recruiting, interviewing, and selecting new faculty and staff. **E**

Assist in the development, implementation, and evaluation of a positive learning and work environment. **E**

Establish, coordinate, and maintain communication with community and parent groups; attend a variety of meetings and events to represent the elementary school; develop correspondence to promote school activities and achievements. **E**

Assist in interpreting the educational program of the school district and the school to the community. **E**

Provide direction to a variety of faculty, staff, and student programs and services; participate in informal and formal classroom visitations and observations, and provide recommendations and suggestions as appropriate. **E**

Direct the preparation and maintenance of a variety of district, county, state, and federally mandated records and reports; operate a computer to prepare and maintain correspondence, records, and reports. **E**

Maintain current professional knowledge through professional organizations and professional literature as to current trends, innovative practices, and other changes in educational programs. **E**

Perform related duties as assigned.

#### **TRAINING, EDUCATION, AND EXPERIENCE:**

Bachelor's degree, three years of successful, full-time teaching, and two years experience in staff training and leadership roles. Preference will be given to persons working with compensatory education programs.

#### **LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license, and provide personal automobile. Administrative Services Credential or must be enrolled and show proof of enrollment in an Administrative Internship Program and be eligible for the Administrative Internship Credential upon appointment to the position.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

Scientific research-based instructional strategies.  
Program assessment, including analysis and reporting of achievement data.  
Professional development for adults.  
Current applicable laws, codes, regulations, policies, and procedures.  
Instructional standards and faculty requirements.  
School district organization, operations, policies, regulations, and objectives.  
Technical aspects of field of specialty.  
Principles and practices of administration, supervision, and training.  
Interpersonal skills using tact, patience, and courtesy.  
Oral and written communication skills.  
Operation of a computer operation and related software.

##### **ABILITY TO:**

Work with principal and staff to successfully implement instructional programs at the school site; assist school administrators and staff with the interpretation of data, development of instructional strategies, and evaluation of effective practices.  
Organize, coordinate, and administer assigned programs and activities related to student attendance, instructional improvement, and improvement of climate and culture.  
Plan and implement professional development for instructional staff.  
Direct, evaluate, and supervise assigned certificated and classified staff.

Establish, coordinate, and maintain communication with community and parent groups.  
Assist with the development, implementation, and evaluation of a positive learning and work environment.  
Plan and organize work to meet schedules and timelines.  
Analyze situations accurately, and adopt an effective course of action.  
Complete work with many interruptions.  
Read, interpret, apply, and explain rules, regulations, policies, and procedures.  
Communicate effectively both orally and in writing.  
Operate a computer and related software.  
Prepare and deliver presentations.  
Meet district standards of professional conduct as outlined in Board Policy.

**WORKING CONDITIONS:****SAMPLE ENVIRONMENT:**

Office and school environment and outside supervising students; subject to constant interruptions; drive a vehicle to conduct work.

**SAMPLE PHYSICAL ABILITIES:**

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read, prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, and reach overhead, above the shoulders, and horizontally; lift light objects.

**SAMPLE HAZARDS:**

Contact with distraught, dissatisfied, or abusive students, parents, and staff.