

SPECIAL ASSISTANT TO THE CHIEF ACADEMIC OFFICER

DEFINITION

Assists the Chief Academic Officer by coordinating, monitoring, and directing a variety of high-level administrative and analytical activities related to the Division of Instruction.

TYPICAL DUTIES

Directs, oversees, and coordinates special large projects, planning activities, and goals at the discretion of the Chief Academic Officer.

Coordinates special projects and activities among the offices that report to the Chief Academic Officer, such as: A-G Interventions, Academic & Counseling Services, Arts Education Branch, Beyond the Bell, Textbook & Library Support, Instructional Technology Initiative, Linked Learning, and P-12 Instruction.

Assists in the development, revision, and monitoring of strategic plans, policies and procedures, and performance management measures.

Directs the preparation and publishing of reports, bulletins, briefings, presentations, policy and procedure manuals, and responses to operational and strategic issues.

Represents the Division of Instruction, conducts meetings, and makes oral presentations regarding activities to the media and the public.

Oversees, monitors, and responds to the Chief Academic Officer's written and electronic correspondence and identifies critical issues that need to be addressed in a timely manner.

Prepares, gathers, and researches materials in preparation for the Chief Academic Officer's daily meetings.

Reviews proposed legislation and analyzes effects on selected District programs.

May assist the Chief Academic Officer in administrative functions including budget planning and management, payroll oversight, SAP approval and P-Card transactions.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Special Assistant to the Chief Academic Officer, Division of Instruction, performs specialized responsibilities for the Chief Academic Officer such as administrative coordination of projects and programs as they relate to the Division of Instruction's strategic plans and initiatives.

A Principal Administrative Analyst supervises and participates in a broad range of studies related to analysis of data systems, resource allocation, operational efficiency, financial management, and systems modeling for a major District organization.

SUPERVISION

The Special Assistant to the Chief Academic Officer is a single-position classification and receives administrative direction from the Chief Academic Officer. Supervision may be exercised over lower-level professional and clerical staff.

CLASS QUALIFICATIONS

Knowledge of:

- Administrative organization of the Los Angeles Unified School District
- Educational resources for P-12 Programs
- Pertinent provisions of the Education Code, Board of Education rules, and Personnel Commission rules that determine District policies and practices
- Principles and practices of business and public administration related to business and office systems, procedures and policies
- Principles of public relations
- Collaborative problem-solving methods
- Effective administrative and managerial practices and ability to implement them
- Research techniques, including statistical analysis and graphic presentations
- Financial and project management computer software
- Principles of project management
- Principles and practices of strategic planning and execution

Ability to:

- Estimate project requirements and organize resources to meet goals and deadlines
- Present information regarding District programs in a proactive, complete and media-sensitive manner
- Work effectively with all levels of District employees
- Prepare clear, concise reports, and make recommendations
- Analyze written materials and oral communications
- Make effective oral presentations and conduct meetings
- Communicate effectively orally and in writing
- Supervise effectively
- Analyze laws, systems, and procedures
- Establish and maintain cooperative and effective working relationships
- Operate computers with Microsoft operating systems and word processing, database, and spreadsheet software

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university, preferably with a bachelor's degree in education, english, journalism, communications, public relations, business or public administration, or a related field. An advanced degree in one of the fields listed above is preferable.

Experience:

Four years of experience in managerial or professional-level positions with responsibility for such activities as administrative analysis, data systems analysis, community relations, public relations, and/or project management. Experience listed above must have included report writing. A master's degree in education, or business, or public administration, or a Juris Doctor degree may substitute for two years of the required experience.

Special:

A valid driver's license to legally operate a motor vehicle in the State of California and the use of a motor vehicle, or the ability to utilize an alternative method of transportation.

SPECIAL NOTES

An employee in this class may be subject to the reporting requirements of the District's Conflict of Interest Code.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

Revised
12-14-23
LKD