

## SENIOR DIRECTOR, OFFICE OF THE SUPERINTENDENT

### DEFINITION

Provides advisement at the executive level to the Superintendent of Schools and is responsible for administrative duties, as assigned, related to the educational and business operations of the District.

### TYPICAL DUTIES

Facilitates communication and serves as a liaison between the Superintendent of Schools and the Board of Education and central office, region, and division administrators.  
Provides advisement to the Board of Education by providing data and preparing responses to correspondence and other inquiries on a wide range of District issues.  
Serves as the Superintendent's representative on professional, governmental, and community committees, task forces, and commissions and in problem-solving conferences with parents, community representatives, and District staff.  
Gathers information and prepares reports and correspondence to inform the Superintendent and appropriate staff on various matters, including emergency situations.  
Serves as a member of the Superintendent's Executive Committee and Senior Staff.  
As requested by the Superintendent, plans agendas for, provides for staff participation, and communicates results of various meetings.  
Evaluates the performance of subordinate personnel.  
Performs related duties as assigned.

### SUPERVISION

Administrative direction is received from the Superintendent of Schools. General direction is exercised over staff as assigned.

### CLASS QUALIFICATIONS

#### Knowledge of:

District policies and procedures, goals and objectives, organizational structure and functions, and negotiated contracts  
Qualities of judgment and confidentiality to a high degree  
Effective administrative and managerial practices and ability to implement them  
Pertinent provisions of the Education Code, Board of Education rules, and Personnel Commission rules that determine District policies and practices

#### Ability to:

Provide administrative leadership at the executive level including decision-making, problem-solving, and delegation of authority  
Analyze, organize, and project information and ideas  
Communicate effectively with stakeholders, local and state agencies, community and bargaining unit representatives, colleagues, and other District personnel, both individually and as a group  
Work effectively and cooperatively with all racial, ethnic, disability, language, and socio-economic groups

Facilitate group processes, including consensus building and conflict resolution.  
Make formal, public presentations  
Compose and comprehend written communication

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university with a bachelor's degree preferably in public or business administration or a closely related field. A graduate degree in one of the aforementioned areas is preferable.

### Experience:

Four years of management or professional-level experience in implementing and directing organization-wide programs or operations. Management-level experience working with administrators and community groups to solve District-wide educational and/or organizational problems is highly preferable.

### Special:

A valid driver's license to legally operate a motor vehicle in the State of California and the use of a motor vehicle.

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.

New Class  
05/16/24  
DG/RGK