

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Director, Master Schedule and Instruction	CLASSIFICATION:	Certificated Management (UPE)
SERIES:	Director I	FLSA:	Exempt
JOB CLASS CODE:	9741	WORK YEAR:	12 Months
DEPARTMENT:	Continuous Improvement and Accountability Office	SALARY:	Range 58 Salary Schedule B
REPORTS TO:	Director, Guidance and Counseling	CABINET APPROVAL:	02-26-18

BASIC FUNCTION:

Under general direction, the Director of Master Schedule and Instruction is accountable for student academic achievement through access and opportunity in the overall direction, planning, implementation, and effective management of the District-wide master scheduling process. The Director will define the District’s parameters for all school site schedules and the communication and support to school sites around the master scheduling process. Ensure proper planning, preparation, and training of the scheduling process aligned with the District’s academic goals, expectations, and priorities. Collaborate and plan with the Academic Office, school site administration, District departments, i.e. Technology, Human Resources, and Budget departments, in key information including, enrollment projections, allocation of FTEs, and curriculum alignment. Undertake necessary activities relating to fiscal management, control, and analysis of Master Schedule and Instruction area under supervision in support of educating students at high level; develop, control, and monitor the budgets and accounts of Master Schedule and Instruction to ensure the financial viability of the District; and supervise, provide clear work direction and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Plan, direct, implement, and effectively manage the District-wide master scheduling process. **E**

Define the District’s parameters for all school site schedules and the communication and support to school sites around the master scheduling process; ensure proper planning, preparation, and training of the scheduling process aligned with the District’s academic goals, expectations, and priorities. **E**

Collaborate and plan with the Academic Office, school site administration, District departments, i.e. Technology, Human Resources, and Budget departments, in key information including, enrollment projections, allocation of FTEs, curriculum alignment, and District’s student information system. **E**

Participate in the formulation and development of support policies, procedures, and standards for District in terms of master scheduling and student information system (SIS). **E**

In collaboration with District Leadership, develop and oversee the Master Scheduling Timeline for all school sites. **E**

Monitor and support the development of all school site master schedules. **E**

Develop and maintain end of year scheduling conversion timelines. **E**

Build, develop, and maintain the District course files in the District's student information system. **E**

Ensure all course numbers are aligned with the State and District requirements for scheduling and awarding credit. **E**

Schedule and meet with content coordinators to monitor application, acceptance, and scheduling processes as they relate to the school site master schedules. **E**

Identify and address issues in relation to master scheduling and District's student information system. **E**

Provide master scheduling guidance and technical support to school site administrators and staff in meeting the District's educational expectations and goals in terms of staffing, class size, and the assignments of instructors. **E**

Perform routine analysis of all school sites' master scheduling process and management for effectiveness; evaluate and recommend improvement. **E**

Evaluate and recommend improvement in the purpose, design, and implementation of the instructional program as well as other support programs related to master scheduling. **E**

In collaboration with Technology Services, provides ongoing training to school site administrators and staff on District's master scheduling and student information system. **E**

Participate in developing and implementing the District technology plan in terms of master scheduling and District's student information system. **E**

Oversee, supervise, and evaluate performance of assigned personnel. **E**

Write comprehensive, objective reports and present information to a wide range of audiences. **E**

Research, compile, generate, prepare, analyze, and review District data, correspondence, analytical studies, and reports. **E**

Keep abreast of technology advancements and maintain current understanding of changes in the student information system capabilities and requirements. **E**

Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Provide a positive climate of interaction and communication between school staffs, families, and the community, as related to the Master Schedule and Instruction. **E**

Perform related duties consistent with the scope and intent of the position. **E**

TRAINING, EDUCATION, AND EXPERIENCE:

Bachelor's degree required; master's degree preferred. Minimum of four years' experience in K-12 instruction or management in developing and managing master schedules for school sites.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license; provide personal automobile and proof of insurance; and Administrative Services Credential.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

District Curriculum, District content standards, and the California Standards for the Teaching Profession.

State and federally identified school improvement models and requirements.

Common Core.

Student information systems (SIS) and data information systems in a school district environment.

California Education Code.

Database systems and data management.

Technical aspects of field of specialty.

Reporting requirements of various student-related reports and surveys.

Data and student information utilization, capture, organization and implementation practices and procedures.

Effective management practices and supervision techniques.

Standardized, performance-based, and other assessments.

Computer software applications relevant to educational assessment and research.

Methodology used in educational research design and statistical analysis.

Theory and practice related to student learning and educational measurement.

School district organization, operations, policies, and objectives.

Standard statistical and qualitative methodologies (e.g. basic research design and methods and other generally-accepted analysis approaches).

Theory and practice related to student learning and educational measurement.

Applicable state and federal laws, codes, regulations, policies, and procedures.

Interpersonal skills using tact, patience, and courtesy.

Effective oral and written communication skills.

California Education Code.

State and federal laws, regulations, and codes dealing with the reporting of educational programs.

ABILITY TO:

Plan, organize, and lead student information system related projects.

Provide training and specialized support and coordination regarding the District student information system.

Coordinate logistics as well as ability to be flexible and problem-solve.

Communicate effectively both orally and in writing.

Apply advanced computer literacy skills, including fluency with MS Office software and statistical software programs.

Effectively conduct and facilitate meetings.

Prepare accurate and concise reports.

Establish and maintain cooperative relationships with staff and service providers.

Motivate, manage, evaluate, and direct the work activities of employees.

Create and maintain strong relationships interdepartmentally to advance the District's mission and ensure positive outcomes.

Read, interpret, apply, and explain rules, regulations, policies, and procedures.

Work independently with little direction.
Plan and organize work to meet schedules and timelines.
Analyze situations accurately, and adopt an effective course of action.
Meet State and District standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Office environment; school setting, 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 to retrieve and store files; lift light objects.

APPROVALS:

_____ UPE Union Signature(s)	_____ Date
_____ Cancy McArn, Chief Human Resources Officer	_____ Date
_____ Jorge Aguilar, Superintendent	_____ Date