

MT. DIABLO UNIFIED SCHOOL DISTRICT
Position Description

was Director of Special Projects

Director of Partnerships & MTSS

SUMMARY DEFINITION: Plan, organize, control and direct special projects and multi-tiered systems of support, and general administrative and staff support programs related to district functions except those specific areas assigned by the Assistant Superintendent, Educational Services.

Directly Responsible To

Assistant Superintendent, Educational Services

EXAMPLES OF DUTIES (to include, but not limited to):

E = Essential Functions (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

1. Plan, organize, control and direct special projects and support programs under the umbrella of multi-tiered systems of support. **E**
2. Coordinate and provide leadership and direction for all divisions and departments within the scope of responsibility. **E**
3. Facilitate district-wide initiatives and plans. **E**
4. Provide technical expertise, information and assistance to the Assistant Superintendent, Educational Services and Superintendent regarding assigned functions; assist in the formulation and development of policies, procedures and programs; advise the Assistant Superintendent, Educational Services of unusual trends or problems and recommend appropriate corrective action. **E**
5. Plan, organize and implement long and short-term projects and activities designed to develop assigned programs and services. **E**
6. Make recommendations concerning the implementation of goals and objectives as well as proposed Board policy; provide administrative oversight for the preparation and assure the completion of reports and interpretations of related data for District administrators,

staff and the public for effective decision-making by managers and the Superintendent.

7. Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel. Advise the Assistant Superintendent, Superintendent and District administrators on regulations, policies and procedures; serve on committees, task forces and ad hoc groups as necessary to coordinate functions for assigned areas of responsibility. **E**
8. Attend or participate in required District, Board and committee meetings and other activities deemed necessary by the Assistant Superintendent, Educational Services in order to accomplish the objectives of the position and for professional achievement; represent and act on behalf of the Assistant Superintendent, Educational Services as directed. **E**
9. Facilitate and coordinate District operations to involve staff in providing support and participation in support of the District's mission; support the District goals to involve staff in working to assure student achievement.
10. Provide direction, coordination and support of special projects related to district initiatives, budgeting process, and expenditure reporting as required for internal management of division/departments as necessary for conformance to District financial policies and procedures. **E**
11. Review existing and pending legislation to assure District compliance with laws and procedures related to processes and make recommendations on changes which may result in more efficient operation of the District; recommend waivers.
12. Respond to concerns of the community regarding special projects; coordinate with community agencies to address the problems and needs of the schools and their students.
13. Communicate with administrators, personnel, and outside organizations to coordinate activities and programs; resolve issues and conflicts, and exchange information; develop policies and procedures to encourage effective and efficient management controls. **E**
14. Support District's mission and goals through grant development and establishes ongoing communications with site parents and community members regarding District policies and practices.
15. Serves as site administrator for the Willow Creek Center; coordinates activities and supervises assigned personnel.
16. Perform other duties as assigned.

EDUCATION AND EXPERIENCE:

Education and Experience: Any combination equivalent to: Bachelor's Degree in a related field and at least 5 years experience in instruction and/or education. Demonstrated interest, ability and involvement with innovative and contemporary education initiatives and programs. Master's degree desirable, and possession or eligibility for an Administrative Credential (must be obtained for this position). Progressively responsible management experience.

DESIRABLE QUALIFICATIONS:

KNOWLEDGE AND SKILLS:

- Organizational development principles and practices.
- Techniques and strategies for managing a large, diverse organization.
- Laws, regulations and district policies pertinent to academic initiatives.
- Communication strategies, community resources and district partnerships.
- Principles and techniques of budget preparation and control.
- Oral and written communication skills.
- Principles and practices of administration, supervision, and training.
- Applicable laws, codes, regulations, policies, and procedures.
- Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

- Provide leadership and direction in assigned functions.
- Review existing and pending legislation related to assigned programs and recommend origination, modification, or support of legislative measures.
- Maintain current knowledge of applicable provisions of federal, state, and district laws, rules, and regulations.
- Communicate effectively both orally and in writing.

- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned office equipment.
- Analyze problems, make decisions, and be responsible for those decisions.
- Meet schedules and timelines.
- Work independently with little direction.
- Facilitate group discussions and lead community meetings and task force teams as needed.
- Plan and organize work.
- Supervise and evaluate the performance of assigned staff.

Environment

School office environment: fast-paced work with deadlines; frequent interruptions and high demand to multi-task and complete job duties with stringent specifications; maintains high regard for exemplary customer service.

Physical Abilities

Hear and speak to exchange information in person and on the telephone; communicate so others will be able to clearly understand normal conversation; dexterity of hands and fingers to operate a computer keyboard and manipulate paper; see to read, prepare documents and reports; sit or stand for extended periods of time; work at a desk, conference table, or in meetings in various configurations; hear and understand speech at normal levels; kneel, bend at the waist, reach overhead, above the shoulders and horizontally; lift objects weighing up to 25 pounds.