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# COMPTON UNIFIED SCHOOL DISTRICT

## 501 S. Santa Fe Ave. Compton, CA 90221

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| <b>TITLE:</b>             | Executive Director           |
| <b>REPORTS TO:</b>        | Superintendent               |
| <b>DEPARTMENT:</b>        | Office of the Superintendent |
| <b>CLASSIFICATION:</b>    | Management                   |
| <b>FLSA:</b>              | Exempt                       |
| <b>WORK YEAR: SALARY:</b> | 12 Months                    |
| <b>SALARY:</b>            | Salary Schedule P, Range 14, |

### **I. DESCRIPTION OF POSITION**

Under the supervision of the Superintendent, the Executive Director will serve as a key instructional leader for the district; provide leadership and accountability for the District's academic services as well as academic performance of all schools; be responsible for planning, aligning, developing, implementing, directing, and evaluating the district's instructional programs; providing leadership and supervision of various support departments; and managing the instructional support functions for the district's schools: providing administrative and technical staff assistance to the Superintendent, staff and/or public; and addressing a wide variety of administrative processes, within the context of the District's Local Control and Accountability Plan (LCAP).

### **II. MAJOR DUTIES AND RESPONSIBILITIES**

- A. Serve as team member of the Superintendent's Cabinet and Executive Staff; participate in district-wide planning, development and evaluation.
- B. Supervises and evaluates the district office support departments based upon implementation of Board goals, District initiatives, and Superintendent's direction.
- C. Provides educational and administrative leadership that builds and supports high performing teams by inspiring, integrating, and aligning the academic work of the District to be consistent with the District's learning vision; develop and maintain clear and inclusive decision making processes to ensure integration of academic supports and services, as well as effective ongoing technical and operational management of the schools and instructional departments.
- D. Works collaboratively with Administrators to ensure effective coordination, support, and utilization of all programs allocated to sites.
- E. Directs and supports the improvement of curriculum through the continuing evaluation and revision of District instructional guides, performance task, and local assessments; and the adoption of instructional materials.
- F. Revisits staffing, curriculum and academic approaches to seek out new and improved methods to positively influence the learning environment for students in order to increase college and career readiness as well as to decrease the dropout rate.
- G. Directs, coordinates, implements, and evaluates district instructional programs and professional development program in accordance with state and federal laws, district regulations and other specially funded program requirements.
- H. Provides administrative direction and coordination in the achievement of district goals with the following departments; Human Resources, Business Services, Special Education, College and Career Readiness, including CTE and Postsecondary Initiatives; Counseling Services; Professional Development; and Visual and Performing Arts.
- I. Implements the Superintendent's initiatives regarding curricular and instructional goals and objectives for the District; provides continuous evaluation of progress toward achievement of these goals and objectives.
- J. Directs the operation, planning, development, improvement and administration of all assigned central office programs in support of the District's mission to provide outstanding opportunities for academic achievement for all students.

- K. Monitors assigned programs and related fiscal impact for the purpose of ensuring that performance objective are met, allocations are accurate, revenues and expenses are within budget and/or operational practices are followed.
- L. Recommends goals and objectives; assists in the development of policies and procedures; administers policies and procedures related to responsibilities.
- M. Revises and keeps current all curriculum and instruction related board policies and regulations pertinent to assigned responsibilities.
- N. Promote articulation of programs and services among preschool, elementary, middle, high school, and adult education, inclusive of institutions of higher education.
- O. Interface with governmental agencies, business and civic organizations, and the community to provide needed information and promote the District's educational initiatives.
- P. Responds to a variety of complaints, questions, and requests for information about District-wide programs, and procedures; participates on a variety of boards and commissions; attends and participates in professional groups and committees.
- Q. Communicates and collaborates with other administrators, personnel, and outside organizations to develop, implement, and coordinate activities and programs, resolve issues and conflicts, and exchange information; develop policies and procedures to encourage effective and efficient management controls; model district standards of ethics and professionalism.
- R. Oversee the development, implementation, and monitoring of long-range instructional goals of the District to improve instructional outcomes, as measured by state and national standards.
- S. Maintain current knowledge of state/federal legislation regulations, requirements, and guidelines related to assigned duties; attend conferences, and attends professional development workshops to remain current concerning trends in the education field.
- T. Supervise and evaluate the performance of assigned staff.
- U. Performs other related duties, as assigned, for the purpose of ensuring an efficient and effective work environment.

### III. EDUCATION AND EXPERIENCE

- A. Possession of a valid California Clear Teaching Credential preferable
- B. Possession of a valid California Administrative Services Credential
- C. Master's Degree from an accredited institution of higher learning, preferably in administration or a closely related field.
- D. Three or more years of successful teaching experience preferable.
- E. Five years of successful school site administration experience.
- F. District offices administrative experience.

### IV. KNOWLEDGE, SKILLS AND ABILITIES

#### *Knowledge of:*

- A. Principles and practices of educational administrative program development, administration and evaluation.
- B. Applicable state and federal laws, codes, regulations, guidelines, policies, procedures, state frameworks.
- C. Programs/services typical to a large school district.
- D. Philosophical, educational, fiscal and legal aspects affecting pupil personnel services, Special Education, guidance and alternative education programs.
- E. Organization, management, planning and evaluation strategies, techniques and procedures; research and development strategies, policies, processes and techniques.
- F. Budget administration; relevant local, state and federal regulations.
- G. Effective oral and written communication strategies.
- H. Effective interpersonal skills, conflict resolution strategies and procedures, and team management building methods and techniques.

#### *Ability to:*

- A. Understand Board policies, communicate guidelines inherent in those policies, and oversee the implementation of these policies.
- B. Read, interpret, apply and explain rules, regulations, policies, and procedures.
- C. Design, organize, and lead a systemic change process in a large urban school district.
- D. Organize a significant number of activities, meetings/events and prepare comprehensive narrative and statistical reports.
- E. Routinely gather, collate, and/or classify data and use job-related equipment.
- F. Establish and maintain effective working relationships with district staff and administrators, students, parents or guardians, outside agencies, and the public in a multicultural community.
- G. Adapt to changing work priorities, plan and organize work to meet schedules and timelines.
- H. Communicate with diverse groups and maintaining confidentiality.
- I. Plan and organize work.
- J. Exercise effective decision-making and problem-solving.
- K. Work independently under broad organizational policies to achieve organizational objectives.
- L. Demonstrate effective communication skills both orally and in writing.

V. **WORKING CONDITIONS**

***Environment:***

District offices and school sites

***Physical abilities:***

Hearing and speaking to exchange information and make presentations; some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing.

The Compton Unified School District is an equal opportunity employer and in compliance with federal and state laws, does not discriminate in employment practice on the basis of race; actual or perceived, color, national origin, ethnic group ancestry, religious creed, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender, actual or perceived sexual orientation, sexual identity, gender expression, sex or association with a person or a group with one or more of these actual or perceived characteristics at any district site and/or activity.