



NEW: 07/01/2022
Submitted: 06/01/2022

JOB TITLE:	DIRECTOR CHOICE ZONE PROGRAMS
DIVISION	ADMINISTRATION
SALARY SCHEDULE/GRADE:	II, GRADE 12
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Responsible for the planning, organizing, and execution of support functions of the schools within the Choice Zone, including support operations to meet School Choice Plan requirements.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Evaluates the new projects and compiles reports of cost effectiveness as assigned
Organizes and oversees projects to ensure the efficient use of District resources
Implements initiatives that improve the effectiveness of instructional services
Implements initiatives that improve the effectiveness of operational services
Supports department heads and Assistant Superintendents to develop plans to address performance in relation to delivery of high quality, efficient services
Identifies key concerns and problems; advises on the potential impact of these to department heads and Assistant Superintendents to ensure the development and implementation of appropriate solutions
Understands and communicates the needs of schools to internal and external partners to enhance effective partnerships
Collaborates with District staff to support achievement for all students with particular attention paid to closing the achievement and opportunity gaps in the Choice Zone
Prepares reports and recommendations for the Chief of Schools and Superintendent as assigned
Collaborates with Diversity, Equity and Poverty department to assess school practices using the Racial Equity Analysis Protocol (REAP)
Contributes to and supports an educational culture of continuous improvement of quality and efficiency of services
Assumes responsibility for cost-effective and timely implementation of projects as assigned
Completes all trainings and other compliance requirements as assigned by the designated deadline
Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work at times requires bending, squatting, crawling, climbing, and reaching, with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping and fine manipulations. The work requires activities involving driving automotive equipment.

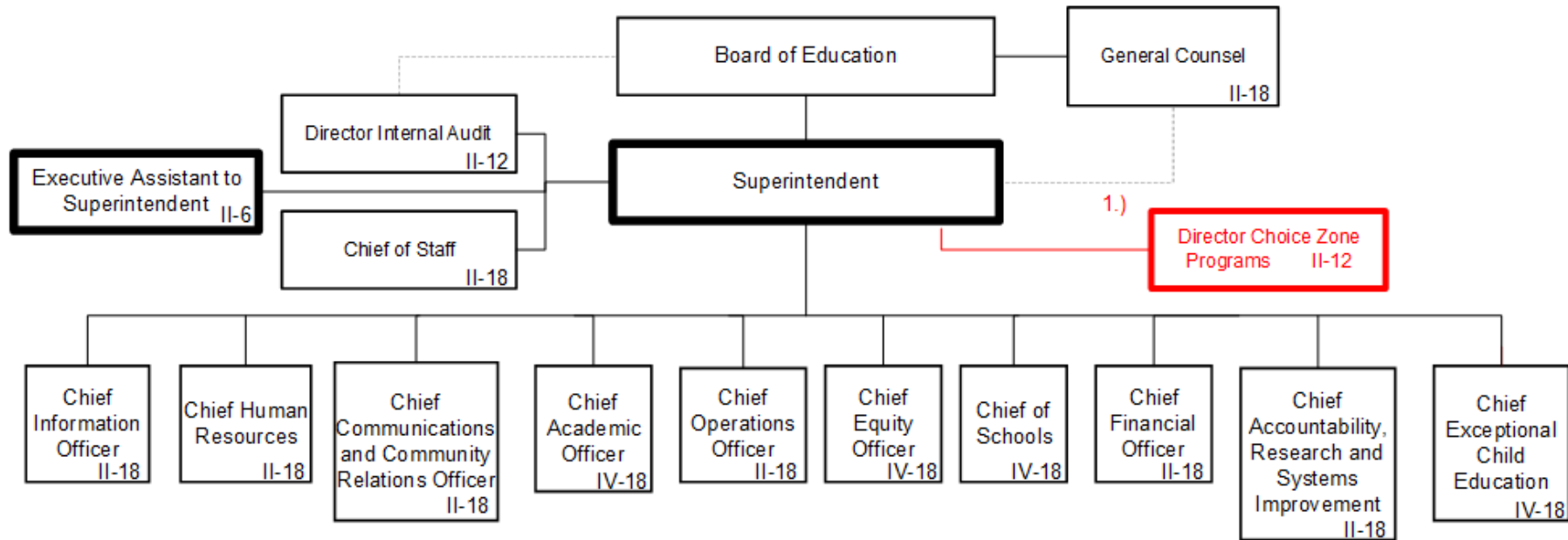
MINIMUM QUALIFICATIONS

Master's Degree or higher
Three (3) years of successful experience in educational setting

Successful leadership experience
Demonstrated leadership ability within diverse groups
Effective communication skills

DESIRABLE QUALIFICATIONS
Successful experience as an administrator
Leadership experience in implementing programs in a school district
Experience in a diverse workplace

Munis Unit No. AD1
Administration
2021-2022

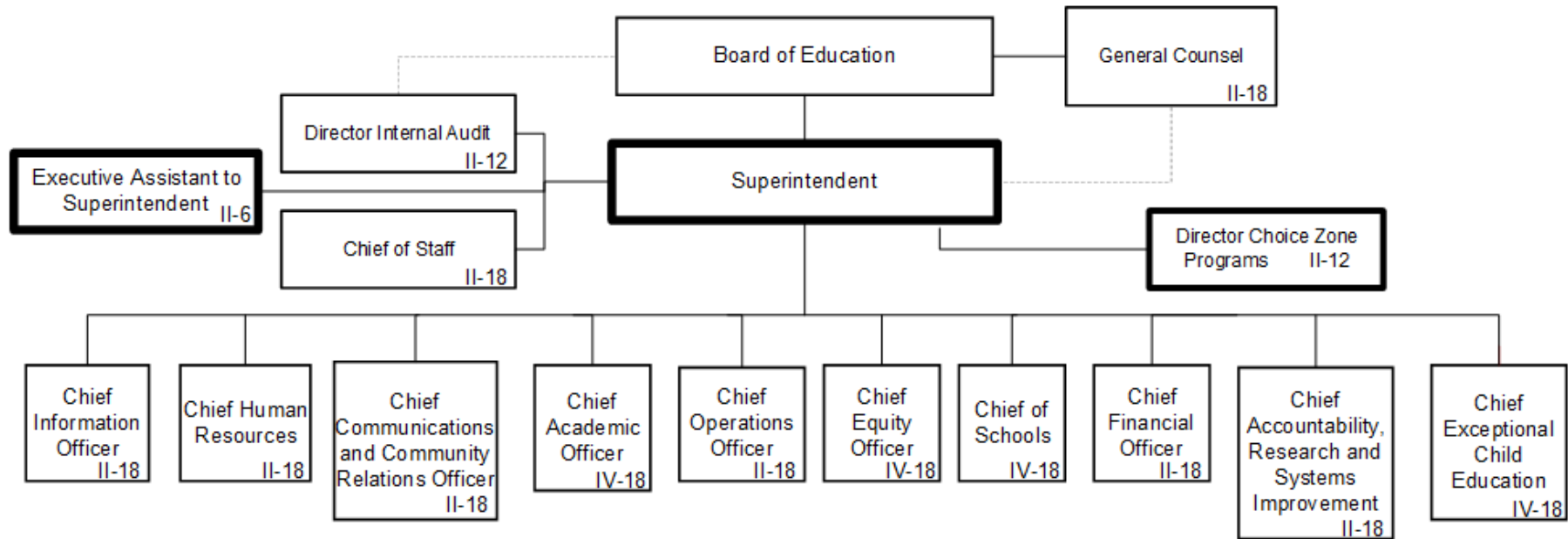


1.) Add position of Director Choice Zone Programs Salary Schedule/Grade of II-12

Summary:
General Fund Positions: 2
Categorical Fund Positions: 0

Submitted 06/01/2022
Effective 05/14/2019 07/01/2022

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