



Fremont Union High School District

Position: Director of Administrative Services

Work Year: 216 days

Summary of Basic Functions & Responsibilities

Under the general direction of the Deputy/Associate Superintendent, the Director of Administrative Services will oversee critical work in four areas: 1) Enrollment, Residency and Section Allocation 2) Athletics and Activities 3) Systems Management and 4) Teaching and Learning. The Director will understand and work effectively with people from different cultures.

Representative Duties:

Enrollment, Residency and Section Allocation

- Monitor and report to Cabinet student enrollment projections
- Advise Cabinet on possible changes needed to supplemental attendance policies (e.g. LSSAP)
- Serve as a representative to the Citizens Advisory Committee on supplemental attendance policies
- Implement Section Allocation formula with appropriate district and school site personnel
- Oversee District Residency Office and its personnel
- Work in conjunction with Staffing Assistant Principals on section allocation related issues

Athletics and Activities

- In coordination with appropriate site-based administrators, oversee and support Athletic Directors and their work
- Create, implement and oversee a system of professional development for Athletic Directors
- In coordination with appropriate site-based administrators, oversee and support Athletic Trainers and their work
- Support sites with respect to their Athletic Budget
- Provide guidance, oversight and support to sites with respect to Booster groups
- Support appropriate site personnel with respect to ASB rules and regulations
- Coordinate the work of Athletics and Activities Assistant Principals, Leadership teachers
- Lead and implement a process to update the field trip handbook
- Monitor and provide preliminary approval of field trips
- Attend District athletic events and student activities as appropriate

Digital Management

- Review and improve systems and procedures dealing with the effective utilization of personnel, office space, forms and supplies, equipment, including the electronic conversion of Special Education records in coordination with CUSD and SSD.

Teaching and Learning

- Provide support for Career Technical Education programs including, but not exclusively supporting the District's Business teachers

Other Administrative Areas

- Oversee and support process for CTEIG and Perking grants as well as the Con App
- Continue budget-related services to the CCEIS/Significant Disproportionality team
- Supporting the training and oversight of attendance accounting and state reporting procedures
- Manage the Medi-Cal reimbursement program
- Other duties as assigned

Knowledge and Skills:

- Knowledge of administrative practices and collective bargaining agreements of all involved agencies.
- Knowledge of career and occupational resources, trends, and opportunities.
- Advanced skills in communicating in critical situations, orally and in writing, with business, education and community leaders
- Effective group process and facilitation skills and public relations techniques
- Advanced skills in financial and other statistical analysis
- Mastery skill in managing personnel through support management/supervisory staff
- Knowledge of policies regarding student safety, fiscal responsibility and/or District liability in:
 - Implementation of athletic programs
 - Function and practices of Booster groups
 - School related field trips
 - Function of student clubs and other extracurricular activities
 - Use of school athletic facilities
- Advanced skills in to modifying systems, procedures, and programs within area of responsibility.
- Interpersonal skills using tact, patience and courtesy to adapt to divergent situations.
- Effective written and oral communication using correct English and grammar skills.

Abilities:

- Ability to be creative and conceptualize, listen and analyze problems, and develop solutions
- Conceptualize and plan on-going training/professional development of athletic directors
- Conduct research, prepare, and present oral and/or written reports and represent the District.
- Control quality of project, schedules and budgets.
- Perform a wide range of professional, administrative, advocacy, and liaison duties involved in the facility planning process
- Establish and maintain effective working relationships with District administrators and representatives of a wide variety of public agencies community groups, parents, and private industry.
- Ability to work independently with a high degree of self-motivation

Education:

- Required: Bachelor's Degree.
- Desirable: Doctorate or Master's Degree

Experience:

- Required: Three years administrative experience at the secondary school level
- Desirable: Principal experience at secondary school level.

Licenses & Certificates:

- Requires:
 - A valid driver's license.
 - Requires fingerprint clearance from the Department of Justice.
 - Valid Administrative Services Credential, Secondary Administrative or General Administrative Credential