



SAN JUAN UNIFIED SCHOOL DISTRICT

POSITION CODE: 215
MANAGEMENT GROUP
SALARY RANGE 18
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POSITION TITLE: Administrator on Special Assignment (K-12)

DEFINITION: Functions as an administrator to lead and support K-12 schools with district initiatives and special projects.

DIRECTLY RESPONSIBLE TO: Assigned Administrator

DUTIES AND RESPONSIBILITIES: Under direct supervision, coordinates, trains and assists schools in the implementation of site-based systems of support. Responsibilities will include, but not be limited to:

1. Provides leadership for the development, implementation, and monitoring of site-based systems of support to increase student achievement.
2. Creates and coordinates professional development opportunities for school sites to effectively utilize learning supports and resources within a Multi-Tiered System of Support (MTSS) framework.
3. Leads school site administrators and teams in identifying and mapping sitewide learning supports.
4. Provides training opportunities in utilizing site data to identify student barriers to learning.
5. Provides leadership for sites to reduce student barriers to learning by identifying and targeting the use of: site-based interventions, family and student engagement, crisis prevention, community partnerships, student transitions and school enrichment.
6. Provides administrative support to sites to target interventions toward unduplicated students historically demonstrating the greatest barriers to learning including, but not limited to, foster youth, McKinney-Vento, free/reduced lunch, English learners.
7. Assists site administrators and school teams in aligning other initiatives and frameworks (i.e. PBIS, Restorative Practices) within a site-based system of support for student achievement.
8. Provides coaching and technical assistance to sites who have completed professional development in site-based systems of support and/or learning support teams.
9. Collaborates with site administrators and site teams on alternatives to exclusionary discipline.
10. Collaborates with other district departments to better align site-based systems, including but not limited to: Multi-Tiered System of Supports (MTSS), Office of Student Learning and Assistance, Student Support Services, Equity and Student Achievement, Special Education.
11. Performs other duties as assigned.

Qualifications:

Education and Experience:

Must possess a valid and appropriate administrative credential and have school level administrative experience.

Knowledge and Skills:

The applicant should have knowledge of current research and best practices in the use of academic, behavioral and social-emotional interventions and supports.

Typical Physical Characteristics: (with or without use of aids; consideration will be given to reasonable accommodation).

- Communicate to exchange information both in person, in small groups, and/or on the telephone
- Inspect documents and other written materials with fine print
- Move about facilities to conduct work, including walking, sitting, or remaining in a stationary position for extended periods of time
- Operate office equipment requiring repetitive hand movement and fine coordination
- Physical, mental and emotional stamina to endure long hours, under sometimes stressful conditions

Other Characteristics:

- Ability to work additional hours and weekends on occasion
- Ability to travel locally
- Possession of a valid California Driver's License

This job description is not a complete statement of essential functions and responsibilities. The district retains the discretion to add or change typical duties of a position at any time.

Board Approved: TBD