

Position: Executive Director	FLSA: Exempt	Work Days: 223
Reports to: Assistant Superintendent or Designee	Salary: Management Salary Schedule – Range D	

Job Descriptions are intended to present a descriptive list of the range of duties performed by employees in the class. Job Descriptions are not intended to reflect all duties performed within the job. A corresponding duty statement may be incorporated to reflect additional requirements.

OVERALL OBJECTIVE AND SUMMARY:

Under the direction of the Assistant Superintendent or designee the Executive Director plans, directs, manages and oversees activities and operations in their assigned department(s) as directed; supervises direct reports; and provides responsible and complex administrative support to the Assistant Superintendent or designee.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities may include, but are not limited to, the following:

- Support the implementation of Natomas Unified’s Vision, Core Beliefs and Commitments, and Theory of Action.
- Direct, develop, expand, support, and oversee activities and operations related to assigned department(s) as directed; supervise and evaluate direct reports; recommend updates to policies and procedures ensuring compliance with state and federal laws and regulations and collective bargaining agreements.
- Lead, direct, control and monitor appropriate work flow, office procedures and protocols, priorities and work assignments to meet the needs of the District and the community.
- Monitor, direct, sustain and assist others in the development of specific plans to meet identified targets; be accountable and hold others accountable for high quality services to increase student achievement; value risk taking and innovation in support of performance improvements throughout the District.
- Assist in the implementation of goals, objectives, policies, and priorities for assigned department(s).
- Provide technical and intellectual expertise to the Assistant Superintendent or designee regarding assigned functions; formulate and develop practices and procedures.
- Provide leadership and direction for the effective and efficient day-to-day operations.
- Ensure dissemination of information and promotes effective departmental communications.
- Observe, consult with, and assist staff in implementing district programs.
- Supervise, train, motivate and evaluate assigned personnel and provide clear expectations for professional growth; provide or coordinate staff training; work with employees to correct deficiencies; discipline subordinates as appropriate.

## **Executive Director – Continued**

- Build capacity among others and support leaders to elevate individual and collective performance to the highest level.
- Typically oversee other managers.
- Promote teamwork by sharing knowledge and providing cross-training for employees.
- Lead, direct and assist with the preparation and maintenance of a variety of narrative and statistical reports, records and files.
- Analyze and use data to develop long and short-range plans to improve systems and processes.
- Attend Board meetings; prepare and present information at Board meetings as requested.
- Attend and participate in professional development opportunities to stay abreast of changes and new developments in education.
- As required, assist Principals in the development of school programs.
- Communicate and collaborate with other administrators, district personnel and contractors to coordinate activities and programs; resolve issues and conflict; present draft proposals to the Assistant Superintendent or designee.
- Execute assigned budgets as directed.
- Perform related duties and responsibilities as required.

## QUALIFICATIONS

### Knowledge of:

- Technical aspects of field specialty.
- Management skills to analyze programs, policies and operational needs.
- Conflict resolution strategies and team building principles and techniques.
- Principles and practices of program development and administration.
- Principles of supervision, training and performance evaluation.
- Principles and practices of budget preparation and administration.
- Pertinent Federal, State, and local laws, codes and regulations and the district's collective bargaining agreements.
- Education code related to assigned department(s).
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Record keeping, office organization and clerical skills.
- District organization operations, policies, goals and objectives.

### Ability to:

- Apply an exemplary work ethic directed at continuous learning and improvement.
- Be deeply committed to learning and to teaching others.

## **Executive Director – Continued**

- Be self-motivated and approach problem solving proactively.
- Demonstrate character and honesty.
- Demonstrate loyalty and high ethical standards.
- Demonstrate and prize integrity.
- Show self-control, especially under pressure.
- Exercise discretion and confidentiality.
- Be willing to go the extra distance for the organization; believe that individual success is the byproduct of placing the organization first.
- Work independently with little direction.
- Implement systems, structures and protocols for clarity.
- Direct the operations, services and activities related to assigned department(s).
- Administer department goals, objectives, and procedures.
- Plan, organize, and direct the work of direct reports.
- Set clear, realistic, time-bound, and measurable objectives and goals.
- Plan and organize work to meet schedules and deadlines.
- Supervise, train, motivate and evaluate assigned personnel.
- Give corrective feedback in a manner that inspires accountability among direct reports.
- Assist in the preparation of clear and concise administrative and financial reports as directed.
- Assist in the administration of large and complex budgets as directed.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and make recommendations in support of goals.
- Review and analyze complex issues, make decisions, develop implementation strategies, and bring plans to completion.
- Relentlessly seek improvement through our Cycle of Continuous Learning and Improvement.
- Interpret and apply Federal, State and local policies, laws and regulations.
- Read, interpret, apply and explain rules, regulations, policies and procedures; exercise judgment/discretion in interpreting and applying rules, regulations, policies and procedures.
- Communicate clearly and concisely, both orally and in writing using tact and diplomacy.
- Demonstrate respect for each person in the organization.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain professional relationships with the Board of Trustees, Superintendent, members of cabinet, parents, community members, colleagues, staff and school-related outside agencies.
- Work collaboratively and build positive relationships with a diverse range of stakeholders.
- Maintain consistent and punctual attendance.
- Maintain effective audio-visual discrimination and perception for:
  - Making observations
  - Communicating with others
  - Reading and writing
  - Operating assigned equipment
- Maintain mental capacity which allows the capability of:
  - Making sound decisions
  - Demonstrating intellectual capabilities

### **PHYSICAL ABILITIES**

With reasonable accommodations, if necessary, hear and speak to make presentations, and exchange

## **Executive Director – Continued**

information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read, prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, reach overhead, above the shoulders, and horizontally to retrieve and store files; lift light objects.

Please see corresponding duty statement for additional physical ability requirements, if applicable.

### **EDUCATION AND EXPERIENCE**

Any combination of experience and training that would likely provide the required knowledge and abilities could qualify someone for this position. A typical way to obtain the knowledge and abilities would be:

- Education: Bachelor's degree or higher from an accredited college or university with major in education, education administration, public administration or a related field that would be applicable to assigned department(s).
- Experience: Minimum five years of increasing responsible experience in in related field, including two years of supervisory or administrative responsibility, preferably in a public school system. Experience should demonstrate innovative leadership and vision

Please see corresponding duty statement for additional education and experience requirements, if applicable.

### **LICENSES AND CERTIFICATES**

- Valid California driver's license
- Valid administrative Services Credential and/or Teacher's Credential may be required based on assignments and/or area(s) of responsibility

Please see corresponding duty statement for additional licenses and certificates requirements, if applicable.