

CHIEF EXECUTIVE OFFICER, SCHOOL SUPPORT SERVICES

DEFINITION

Directs, plans, assigns, and provides strategic leadership for divisions responsible for school support services of the District.

TYPICAL DUTIES

Directs, reviews, and provides administrative oversight for the administration of various District school support services through executive directors in Student Health and Human Services, Beyond the Bell, the Office of School Choice, and the Parent Community Student Services Branch.

Leads and participates at the executive level in the formulation of District policies, programs, and plans.

Ensures that students and families have support services and educational options that address student learning and social needs.

Directs, reviews, and participates in the analysis of laws, rules, regulations, opinions, and decisions affecting school support services.

Collaborates with stakeholders to achieve goals and monitor success.

Evaluates the efficiency and effectiveness of services through subordinate executive personnel.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Chief Executive Officer, School Support Services directs, manages, and coordinates the activities of Divisions related to school support services at the executive level.

The Chief Operating Officer plans, organizes, assigns, directs and reviews the business functions of the District and participates in the development and implementation of policies and programs at the executive level.

SUPERVISION

Administrative direction is received from the Superintendent of Schools. General direction is exercised over lower-level executive and managerial personnel.

CLASS QUALIFICATIONS

Knowledge of:

Principles and practices of organization, management, personnel administration, budget preparation and expenditure control

Principles of training, employee evaluation, collective bargaining and employee relations

Principles of public relations

Collaborative problem solving methods

Interpersonal skills using tact, patience, and courtesy

Effective administrative and managerial practices

Applicable laws, codes, regulations, policies, and procedures that affect educational policies

District policies and procedures, goals and objectives, organizational structure and functions, and negotiated contracts

Ability to:

Create a performance-driven, student-centered culture
Support and motivate staff through leadership, effective observations, and actionable feedback
Plan, organize and direct complex technical operations involving coordination of efforts of multiple specialized units
Evaluate policies, procedures, and problems and develops and implements improvements through subordinate managers
Analyze complex problems, identify solutions and implement plans to solve problems
Communicate effectively orally and in writing
Establish and maintain effective relationships with elected officials, District administrators, external stakeholders, union officials and employees
Work effectively and cooperatively with all racial, ethnic, and socioeconomic groups
Engage in shared decision-making
Establish clear performance expectations and evaluate based upon results
Provide direction and assistance to staff and team members

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree. A graduate degree in business or public administration, education, or a related field is required.

Experience:

Five years of executive experience over multiple school and/or business functions for a public organization.

Special:

A valid California Driver License.
Use of an automobile.

SPECIAL NOTES

1. Senior Management classification.
2. An employee in this class may be subject to the reporting requirements of the District's Conflict of Interest Code.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and /or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

New Class
08-29-16
KG/PJO