



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# _____

Meeting Date: October 3, 2013

Subject: Approve Resolution No. 2761: Designating Senior Management Positions of the Classified Service

- Information Item Only
- Approval on Consent Agenda
- Conference (for discussion only)
- Conference/First Reading (Action Anticipated: _____)
- Conference/Action
- Action
- Public Hearing

Division: Business Services

Recommendation: Adopt Resolution No. 2761 which designates the Chief of Staff and Assistant Superintendent, Performance Management as senior management positions of the classified service when these positions are occupied by members of the classified service.

Background/Rationale: Given that the positions of Chief of Staff and Assistant Superintendent, Performance Management may be filled by either a certificated or classified employee, the resolution (required by the Education Code) allows the District the flexibility to fill these positions with management employees, whether certificated or classified, in conformance with current job descriptions.

Financial Considerations: There are no financial considerations to the adoption of the resolution.

Documents Attached:

1. Resolution No. 2761
2. Job Description for Assistant Superintendent, Performance Management
3. Job Description for Chief of Staff
4. Ed Code 45100.5

Estimated Time of Presentation: N/A

Submitted by: Ken A. Forrest, Chief Business Officer
Cancy McArn, Assistant Superintendent
Human Resources & Employee Compensation

Approved by: Jonathan P. Raymond, Superintendent

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION**

RESOLUTION NO. 2761

**RESOLUTION DESIGNATING SENIOR MANAGEMENT POSITIONS OF THE
CLASSIFIED SERVICE**

WHEREAS, the Board of Education has the authority, pursuant to Education Code section 45100.5, to designate the positions described below as senior management positions of the classified service; and

WHEREAS, senior management positions of the classified service shall be entitled to all rights, benefits, and burdens of other classified employees of the District, except that they shall be exempt from all provisions relating to obtaining permanent status in a senior management position.

NOW, THEREFORE, BE IT RESOLVED that the positions of Chief of Staff and Assistant Superintendent, Performance Management, which may be occupied either by a classified or certificated management employee, are hereby designated as senior management positions of the classified service when these positions are occupied by members of the classified service.

PASSED AND ADOPTED by the Sacramento City Unified School District Board of Education on this 3rd day of October, 2013, by the following vote:

AYES: _____
NOES: _____
ABSTAIN: _____
ABSENT: _____

Jeff Cuneo
President of the Board of Education

ATTESTED TO:

Jonathan P. Raymond
Secretary of the Board of Education

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description**

TITLE:	Assistant Superintendent, Performance Management	CLASSIFICATION:	Non-Represented Management, Certificated/ Classified
SERIES:	Assistant Superintendent	FLSA:	Exempt
JOB CLASS CODE:	1909	WORK YEAR:	12 Months
DEPARTMENT:	Accountability Office	SALARY:	Range 24 Salary Schedule A
REPORTS TO:	Chief Accountability Officer	BOARD APPROVAL: REVISION:	07-12-13

BASIC FUNCTION:

Plan, organize, control, and administer all functions of the Performance Management Office. The Assistant Superintendent of Performance Management serves as the accountability leader for the district, and oversees the implementation of federal, state, and district accountability requirements related to student achievement and educational planning. The Assistant Superintendent of Performance Management oversees internal/external research and program evaluation, and data analysis and reporting. He/she will coordinate, inform, and manage development, implementation, and communication related to the district's balanced accountability framework. The Assistant Superintendent of Performance Management will direct the operation, planning, development, and administration of all district programs related to performance management, and accountability.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Design, implement, and drive district-wide implementation of the district's performance management system. **E**

Direct the administration and/or scoring of national, state, district, and voluntary assessments, ensuring requirements associated with test administration, timelines, and reporting are met; direct development and administration of district assessments and related training activities. **E**

Coordinate the administration and implementation of district, state, and federal planning and accountability requirements, including all federal and state accountability measures, goal- and target-setting processes, and school development and implement site plans. **E**

Provide leadership to all personnel in the areas of assessment, performance management, accountability, and school improvement to ensure that all areas are coordinated to meet district goals. **E**

Establish systems and processes to promote and support a culture of data-driven decision making. **E**

Manage the district's performance management initiative at multiple organizational levels, including oversight of development of dashboards and scorecards for ongoing performance monitoring and learning. **E**

Serve as a resource and liaison for the Board of Education, district leadership, school and district staff, district advisory committees, parent and community groups, and state and federal agencies on issues related to student achievement; district, state, and federal planning and accountability; assessment, research and evaluation; standards-based reform; and associated legislation/mandates. **E**

Direct data analysis and reporting activities associated with federal, state, county, and district mandates. Direct school-level data reporting and monitoring requirements, including development of customized reporting instruments; conduct specialized data analyses to inform district practice, and monitor school achievement and progress (including charter schools and district pilots). **E**

Represent the district at local, state, federal, and national meetings and other activities; remain current on applicable federal, state, and district laws, rules, regulations, and procedures affecting programs under the supervision of the division; review federal and state legislation and policy in order to make recommendations regarding the district's position. **E**

Manage the implementation of the School Quality Review process including the training of school staff and the scheduling of reviews. **E**

Supervise the implementation of school networks. **E**

Oversee and ensure the completion and review of School Development and Improvement Plans. **E**

Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Direct and lead a diverse team of professionals; prepare and deliver leadership training for direct reports. **E**

Compile information, and prepare and disseminate a variety of informational reports, concepts and policy papers, status reports, studies, brochures, and material for the Board of Education, district staff, parents, and other groups in the areas of division responsibility; prepare and submit applications, contracts, and reports to funding agencies; operate a computer to input data and generate reports. **E**

Develop and prepare the department's annual budget; ensure accuracy and clarity; analyze and review budgetary and financial data; monitor and authorize expenditures in accordance with established guidelines; provide direction for the monitoring of all general and categorically funded programs to assure compliance with applicable state and federal laws and regulations. **E**

Direct, supervise, evaluate, and hold accountable the performance and professionalism of assigned staff; interview and select employees, and recommend transfers, reassignments, terminations, and disciplinary actions; plan, coordinate, and arrange for appropriate training of assigned staff. **E**

Communicate and collaborate with other administrators, personnel, and outside organizations to develop, implement, and coordinate activities and programs, resolve issues and conflicts, and exchange information; develop policies and procedures to encourage effective and efficient management controls; model district standards of ethics and professionalism. **E**

Participate in district-wide strategic planning, development, and evaluation with all district leaders and enable them to make effective evidence-based decisions. **E**

Perform related duties consistent with the scope and intent of the position. **E**

TRAINING, EDUCATION, AND EXPERIENCE:

Minimum of a bachelor's degree in a field related to educational research, program evaluation, measurement, and statistics, social science, or other appropriate field. A minimum of 5 years of progressively responsible experience in education or a related profession, and a minimum of 5 years' experience in an educational institution or setting, including substantial leadership and management experience related to one or more of the following: educational assessment and accountability, academic standards, performance metrics, strategic planning, school planning, program evaluation, data analysis and reporting, categorical programs, or large-scale data systems.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license; provide personal automobile and proof of insurance; preferred valid teaching credential and Administrative Services Credential.

KNOWLEDGE, SKILLS, AND ABILITIES:**KNOWLEDGE OF:**

Performance Management Balanced Accountability Framework.

State frameworks, curriculum, instruction, assessment, and academic initiatives.

National, state, and district educational goals and standards.

Knowledge and ability to oversee educational Assessment, Research, and Evaluation (AR&E) and Program Evaluation, especially measurement theory, statistics, computer systems, research design, and evaluation theory.

Principles of educational reform, research and evaluation program monitoring, data analysis, and reporting.

District educational initiatives, programs, and policies.

Principal networks and intricacies.

Charter oversight and management.

Educational administration, performance and project management, resource alignment, and strategic planning goals.

District policies related to standards, assessment, accountability, planning, promotion/retention, curriculum and instruction, data access and confidentiality, and related areas.

Large-scale student information data systems.

Leadership skills, and developing and supporting a professional learning community.

Culture, life styles, education, and social needs of ethnically diverse families.

Research methods, report writing, and presentation.

Budget preparation and control.

School district organization, operations, and objectives.

Current state and federal laws, codes, regulations, guidelines, policies, and procedures applicable to planning, assessment, educational accountability, and categorical programs.

Effective oral and written communication skills.

Interpersonal skills using tact, patience, and courtesy.

Effective management principles, practices, and supervision techniques.

Evaluation approaches, strategies, and techniques.

Operation of a computer and related software.

ABILITY TO:

Provide data and interpretation to support decisions related to the improvement of instructional and operational programs.

Deliver high quality and high-efficacy services.

Effectively interpret educational and financial data.

Keep current about related educational research, innovations, and trends, as well as applicable federal, state, and district laws, rules, regulations, and procedures.

Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.

Establish and maintain effective working relationships with others.

Prepare and deliver effective presentations to diverse audiences.

Communicate effectively, both orally and in writing.

Exercise effective decision-making and problem-solving.

Read, interpret, apply, and explain rules, regulations, policies, and procedures.

Analyze problems, make decisions, and be responsible for those decisions.

Plan, prioritize, and manage programs, projects, and budgets to meet timelines and utilize resources effectively.

Prepare comprehensive narrative and statistical reports.

Supervise and evaluate the performance of assigned staff.

Operate a computer and related software.

Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Office environment; short timelines, frequently changing assignments, and priorities; drive a vehicle to conduct work.

SAMPLE PHYSICAL ABILITIES:

Hear and speak to make presentations, and exchange 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.

HEALTH BENEFITS: Management employees purchase their own health benefits with district-offered plans.

APPROVALS:

Jess Serna, Chief Human Resources Officer

Date

Jonathan P. Raymond, Superintendent

Date

SACRAMENTOCITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Chief of Staff	CLASSIFICATION:	Non-Represented Management – Superintendent’s Cabinet, Certificated/Classified
SERIES:	Chief Officer	FLSA:	Exempt
JOB CLASS CODE:	5190	WORK YEAR:	12 Months
DEPARTMENT:	Superintendent's Office	SALARY:	Range 25 Salary Schedule A-C
REPORTS TO:	Superintendent	BOARD APPROVAL:	09-03-09
		HR REVISION:	07-20-11
		CABINET APPROVAL:	01-07-13

BASIC FUNCTION:

The Chief of Staff is responsible for the coordination, completion, and reporting on all administrative and program assignments directed by the Superintendent, including assignments to chief officers of the Superintendent’s Cabinet under the Coherent Governance policies of the Board of Education. In addition, the Chief of Staff shall manage, on an interim basis and as assigned by the Superintendent, offices and departments in order to ensure timely completion of services and programs in support of the Strategic Plan. The Chief of Staff is directly accountable to the Superintendent and shall at all times be available as needed by the Superintendent.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

Assist the Superintendent with the design, development, and implementation of the District’s Strategic Plan for education change and initiatives for the future; implement and update the District’s Strategic Plan as appropriate. **E**

Provide support of the District’s labor and staff relations; coordinate collaborative staff and labor relations activities; coordinate and disseminate labor relations information; assist in resolving disputes and grievances in accordance with District policies/procedures, union contracts, and past practices. **E**

Serve as Acting Chief Officer or Assistant Superintendent when necessary. **E**

Assume Cabinet-level administrator duties and responsibilities on an interim basis. **E**

Organize, coordinate, or direct work on special projects as assigned by the Superintendent; conduct research and assume responsibility for the compilation of records and reports requested by the Superintendent. **E**

Assist the Superintendent with the design, development, and implementation of Cabinet evaluations in order to align evaluations to the District’s Strategic Plan. **E**

Provide administrative coordination for District operations and support to further the District’s Strategic Plan and objectives; make recommendations concerning the implementation of Strategic Plan goals and objectives. **E**

Provide administrative oversight for the preparation and completion of reports and related data for District administrators, staff, and the public. **E**

Direct and/or prepare and maintain a variety of narrative and statistical reports, records, correspondence, and files related to assigned services, activities, and operations; prepare reports with analysis, findings, and recommendations; operate a computer. **E**

Support assessment and tracking of progress towards goal achievement and plan implementation to support District objectives. **E**

Coordinate all facets of the daily operations of the Superintendent's Office to ensure compliance with Board policies, regulations, and local, state, and federal laws and regulations. **E**

Act as the responsible administrator for channeling incoming correspondence directed to the Superintendent's Office to appropriate personnel for action or information; conserve the Superintendent's time by reading, researching, responding to, and routing correspondence and email; collect and analyze information. **E**

Analyze and manage sensitive issues that arise frequently in the rapidly changing environment of the Superintendent's Office where improper handling may have serious consequences for the school District. **E**

Provide information on District policies and procedures; serve as liaison between the members of the Board of Education and members of the community, parents, and staff; analyze, interpret, and provide recommendations to the Superintendent concerning District issues and other matters. **E**

Conduct one-on-one meetings with designated staff, members of the public, parents, and others on behalf of the Superintendent. **E**

Provide leadership to implement and monitor services. **E**

Facilitate communication among District administrators and staff to assure efficient and effective services to school sites. **E**

Lead and work with school improvement initiatives that address student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Participate in District, Board of Education, committee meetings, and other activities deemed necessary by the Superintendent. **E**

Provide technical expertise, information, and assistance to the Superintendent regarding assigned functions, unusual trends, or problems, and recommend appropriate corrective action. **E**

Assist with the preparation of the annual budget; analyze and review budgetary and financial data; monitor and authorize expenditures in accordance with established guidelines. **E**

Assist with the preparation of the Superintendent's evaluation, and develop a new evaluation tool for Cabinet officers. **E**

Supervise, evaluate, and hold accountable the performance and professionalism of assigned staff; interview and recommend employees for hire; recommend transfers, reassignments, terminations, and disciplinary actions; plan, coordinate, and arrange for appropriate training of assigned staff. **E**

Communicate and collaborate with other administrators, District personnel, outside organizations, parents, and the community to develop, implement, and coordinate activities and programs, resolve issues and conflicts, and exchange information; recommend District standards of ethics and professionalism. **E**

Serve as a team member of the Superintendent's Cabinet. **E**

Perform related duties consistent with the scope and intent of the position.

TRAINING, EDUCATION, AND EXPERIENCE:

Master's degree, and five years increasingly responsible experience in public education, or experience as an assistant principal, department chairperson, counselor, student activities advisor, or in another administrative or supervisory position.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license; provide personal automobile and proof of insurance; preferred Administrative Services Credential.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Current educational administration principles and practices.

Educational programs, curriculum, and instructional practices.

Urban school districts and diverse student populations.

Strategic planning process.

District operations and appropriate supportive services required to assure operational effectiveness.

Employee organization contracts.

Budget preparation and control.

Applicable laws, codes, regulations, policies, and procedures.

District organization and objectives.

Interpersonal skills using tact, patience, and courtesy.

Effective oral and written communication skills.

Effective management principles, practices, and supervision techniques.

Evaluation approaches, strategies, and techniques.

Operation of a computer and related software.

ABILITY TO:

Assist the Superintendent with the design, development, and implementation of the District's Strategic Plan.

Modify management strategies based on evaluation data.

Demonstrate excellent organizational skills and attention to detail.

Demonstrate excellent team-building skills.

Exercise judgment and discretion in interpreting and applying policies and procedures.

Gain knowledge of strategic planning, financial forecasting, marketing, and accounting.

Establish and maintain effective working relationships with staff, parents, and the public.

Lead and work with school improvement initiatives that address student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.

Communicate effectively, both orally and in writing.

Interpret, apply, and explain rules, regulations, policies, and procedures.

Work independently with little direction.

Analyze situations accurately, and adopt an effective course of action.

Plan and organize work to meet schedules and timelines.

Prepare comprehensive narrative and statistical reports.

Supervise and evaluate the performance of assigned staff.

Operate a computer and related software.

Meet state and District standards of professional conduct.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Office environment; drive a vehicle to conduct work; site visits.

SAMPLE PHYSICAL ABILITIES:

Hear and speak to make presentations, and exchange 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, and reach overhead, above the shoulders, and horizontally to retrieve and store files; lift light objects.

SAMPLE HAZARDS:

Contact with dissatisfied or abusive individuals.

HEALTH BENEFITS: Management employees purchase their own health benefits with District-offered plans.

APPROVALS:

Jess Serna, Chief Human Resources Officer

Date

Jonathan P. Raymond, Superintendent

Date

EDUCATION CODE - EDC

45100.5.

(a) The governing board of a school district may adopt a resolution designating certain positions as senior management of the classified service. Notwithstanding the provisions of Chapter 10.7 (commencing with Section 3540) of Division 4 of Title 1 of the Government Code, the decision of the governing board shall not be deemed a matter subject to negotiation, but shall be subject to review by the Public Employment Relations Board.

(b) Employees whose positions are designated as senior management of the classified service shall be a part of the classified service and shall be afforded all rights, benefits, and burdens of other classified employees, except that they shall be exempt from all provisions relating to obtaining permanent status in a senior management position.

(c) Notice of reassignment or dismissal from a position in the senior management of the classified service shall be provided in accordance with the provisions of Section 35031.

(Added by Stats. 1983, Ch. 498, Sec. 70. Effective July 28, 1983.)