

LOS ANGELES UNIFIED SCHOOL DISTRICT
Human Resources Division

Class Description
GENERAL SUPERINTENDENT

Job Purpose

Serves as the District's chief executive officer; provides educational and management leadership in developing and implementing District goals, priorities, guiding principles, standards and accountabilities, and educational reform to ensure student achievement to high standards of excellence and that every student graduates college ready and/or career prepared.

Responsible to

Board of Education

Subordinates

Executive/senior management personnel and other staff as designated on the District Organization Chart

Functions

Essential Functions

1. Focuses District priorities on improving the academic achievement for all students to high standards of excellence by providing leadership and support in:
 - a. Identifying and implementing District standards for student achievement and ways of measuring the progress of schools and students
 - b. Expanding the implementation of education reform principles and efforts
 - c. Ensuring effective use and equitable allocation of and accountability for money and other resources
 - d. Ensuring student safety, enhancing inter-group relations, and fostering the value of diversity
 - e. Fostering increased parent involvement in student learning and achievement
 - f. Developing and implementing a delivery system to provide coordinated services addressing student health, and emotional and social needs
 - g. Implementing performance benchmarks/accountabilities for executive/senior management, school-site administrators, and central office employees.
2. Establishes policies and procedures that will attract, promote, and retain high caliber employees; provides for fair and equitable working conditions; and facilitates employee productivity, welfare, and morale.
3. Promotes effective communication and builds strategic partnerships among diverse constituencies to achieve a common vision of and to meet District goals.
4. Oversees, addresses, and resolves facility maintenance, renovation, and construction needs.
5. Plans, develops, and administers an organization that provides for appropriate delegation of responsibility and authority, optimum span of control, and effective channels of communication.
6. Promotes a program of effective advocacy with legislative bodies, and effective response, consistent with District goals and priorities, to court and legislative mandates.
7. Informs and advises the Board of Education regarding District educational programs and services.
8. Advises and makes recommendations to the Board of Education about employer-employee relations and collective bargaining activities.
9. Performs other duties as assigned by the Board of Education.

Qualifications

Education

1. An earned master's degree or advanced degree of at least equivalent standard from an accredited college or university.

2. At least two semester units of specific and two semester units of general course work in multicultural education or equivalent study.

Experience

At least ten school years of successful full-time service in a certificated position(s), no fewer than five years of which must have been in a management position(s).

NOTE: For definitions of years of service, refer to Policy Guide E23.

Credentials

A California Administrative Services credential authorizing executive management service must be in force and on file in the Office of the Los Angeles County Superintendent of Schools.

Knowledge, Skills, Abilities, and Personal Characteristics

1. Ability to provide educational and administrative leadership at the executive level and to perform complex administrative functions in a large organizational setting.
2. Ability to deal effectively with and be responsive to stakeholders who are representative of many and varied points of view; ability to establish and maintain effective public communication/relations and community rapport with a diverse population.
3. Ability to comprehend and apply educational theory and practice (including educational reform principles), California laws and regulations relating to education, school finance, and related school procedures to the administration of a major school system and to perform successfully as its chief executive officer.
4. Knowledge of the unique issues and challenges facing urban public schools.
5. Personal characteristics necessary to work constructively and effectively with the elected Board of Education and all stakeholders: qualities of integrity, good character, and judgment.
6. Ability to make formal, public presentations.
7. Ability to communicate effectively with stakeholders both individually and as a group. (Ability to communicate in a language other than English is desirable).
8. Ability to compose and comprehend written communication on complex issues.
9. Ability to cope effectively with crisis situations.
10. Ability to render immediate decisions on urgent issues and to cope with a high volume of complex projects.

Health

Physical and mental fitness to engage in executive management service as certified by a licensed physician and surgeon or medical officer pursuant to Education Code Section 44839 and evidence of freedom from active tuberculosis pursuant to Education Code Section 49406.

NOTE:

1. *This is a contract management classification.*
2. *Employees in this classification are subject to the reporting requirements of the District's Conflict of Interest Code.*

This class 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.

JRT