

**LOS ANGELES UNIFIED SCHOOL DISTRICT**  
Human Resources Division

Class Description  
**EXECUTIVE DIRECTOR, STUDENT INTEGRATION SERVICES**

**Job Purpose**

Serves as head of Student Integration Services providing direction and leadership for the development, implementation and monitoring of various components of the District's student integration program.

**Responsible to**

Chief Academic Officer

**Subordinates**

Certificated and Classified personnel as assigned

**Functions**

Essential Functions

1. Provides direction for an administer court order Integration Programs, including the Magnet and Permits with Transportation Programs.
2. Directs the development, implementation, and monitoring of District-wide policies, funding, and procedures for all student integration programs and activities.
3. Provides direction for and administers federal, state, and/or local programs that offer choice to parents/families attending chronically underperforming schools, such as No child Left Behind/Public School Choice and/Core Waiver Public School Choice.
4. Develops and communicates goals, plans, and commitments for instruction that ensure students attending magnet schools or other integration programs schools achieve high academic standards.
5. Directs and supports schools which remedy the harm of segregation and meeting the educational needs of students.
6. Serves as liaison between District divisions/office, schools, and community representatives; interprets the student integration plan and programs to secure understanding and support.
7. Establishes an infrastructure for in-service and professional development programs pertaining to student integration issues and programs.

Other Functions

1. During periods of critical personnel shortage or other emergency situation, shall temporarily perform any duties, as directed, within the authorization of any credentials held by the incumbent that are registered with the Office of the Los Angeles County Superintendent of Schools and that are a part of the class description requirements in effect at the time such duties are performed.
2. Performs other duties as assigned.

**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 four semester units in multicultural education or equivalent study (effective July 1, 2007). Multicultural understanding coursework must pertain to a minority group represented in the District student enrollment.

## Experience

### *Required*

1. At least ten school years of successful full-time service in a certificated position(s)
2. Five years of successful full-time certificated public school service in a school-based administrative or management position(s).

### *Desirable*

Management experience involving integration, school-community relations, human relations, or similar programs or services.

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

## Credentials

A California Administrative Services credential authorizing 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. Knowledge of federal, state and local policies, rules, laws and regulations pertaining to student integration programs and compliance.
2. Knowledge of District policies and procedures, goals and objectives, organizational structures and functions and negotiated contracts.
3. Knowledge of fundamental principles and accepted practices, current trends, literature and research in the field of student integration.
4. Knowledge of District instructional objectives and methods.
5. Knowledge of and skill in budget preparation and control.
6. Knowledge of effective administrative and managerial practices and the ability to implement them.
7. Leadership skills in facilitating group processes, including consensus building and conflict resolution.
8. Ability to deliver and design staff development.
9. Ability to work effectively with all racial, ethnic and socio-economic groups.
10. Ability to utilize subordinates effectively and observe and evaluate their activities.
11. Ability to communicate effectively with students, parents, communities, government agencies, colleges/universities and District personnel, both individually and as a group.
12. Ability to make formal, public presentations.
13. Ability to compose and comprehend written communication.
14. Ability to travel to other sites/locations and to traverse all areas of the work site.
15. Ability to work at a multilevel site.
16. Appropriate interpersonal style and methods to guide individuals and groups toward task accomplishment.

## Health

Physical and mental fitness to engage in management service as certificated 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.

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