# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
## Position Description

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| **TITLE:** | Deputy Chief of Academics | **CLASSIFICATION:** | Non-Represented Management, Certificated |
| **SERIES:** | Deputy Chief | **FLSA:** | Exempt |
| **JOB CLASS CODE:** | 9861 | **WORK YEAR:** | 12 Months |

Provide a positive climate of interaction and communication between school staff, families, and the community.  **E**

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


**TRAINING, EDUCATION AND EXPERIENCE:**

Minimum of a master's degree in education and seven years increasingly responsible for managing within a complex educational organization, as well as experience teaching urban youth and/or coaching, teaching, and mentoring educators for a minimum of five years.

**LICENSES AND OTHER REQUIREMENTS:**

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

**KNOWLEDGE, SKILLS, AND ABILITIES:**

KNOWLEDGE OF:
- State frameworks, curriculum, instruction, assessment, and school improvement initiatives.
- National, state, and district educational goals and standards.
- Learning theory, program planning, curriculum development, and management of instructional programs that increase academic rigor for all students.
- Effective school concepts and principles.
- Educational research and 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.
- 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.
- State-of-the-art research and proven best practices in areas of closing the achievement gaps and meeting the diverse needs of students.
- 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.
- Effective staff development programs and strategies.
- Instructional methodologies, strategies, and curriculum standards.
- Academic accountability systems and services.
- Report writing and presentation.
- Budget preparation and control.
- School district organization, operations, and objectives.
- Applicable state and federal laws, codes, regulations, guidelines, policies, procedures, and state frameworks.
- 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:**

- Design, organize, and lead a systemic change process in a large urban school district.
- Provide data and interpretation to support decisions related to the improvement of instructional and operational programs.
- Deliver high quality and high-efficacy services.
- Assist with the integration of professional learning and curriculum implementation.
- Analyze statistical data for trends and student performance in various programs, and develop strategies for student improvement.
- 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.
- Work independently, coordinate multiple activities simultaneously, and work flexible hours.
- Prepare and deliver effective presentations to diverse audiences.
- Communicate effectively, both orally and in writing.
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