

SAN JOSE UNIFIED SCHOOL DISTRICT
San Jose, California

TITLE: **DIRECTOR, DESEGREGATION**

REPORTS TO: Superintendent / Designee

SUPERVISES: Program Analyst/Director of Enrollment

JOB GOAL: To provide leadership in the administration and implementation of a quality desegregation program, student assignment and enrollment, demographic planning, and federal magnet programs for all students by utilizing resources in the most effective manner to meet both court-mandate, desegregation plans and district goals.

PERFORMANCE RESPONSIBILITIES:

1. Be thoroughly familiar with all aspects of the Voluntary Intregation plan.
2. Assure compliance with district, state and federal mandated policies and procedures.
3. Monitor a desegregation program that ensures access to equal educational opportunities and school assignment for all students.
4. Manage the budget for the district's desegregation program under the supervision of the Superintendent /designee
5. Prepare reports and written communications as requested by the Superintendent /designee
6. Represent the Superintendent / designee on desegregation related meetings, agendas, and issues in his absence.
7. Oversee the process for reporting desegregation information required by the Voluntary Intregation Plan and the Superintendent / designee
8. Coordinate with the development and implementation of the district desegregation plans and reports.
9. Monitor the magnet grant/magnet program services as they relate to the desegregation program.
10. Assist with the development and implementation of the district desegregation plans and reports.
11. Prepare board agenda items and information relative to desegregation.
12. Disseminate information regarding desegregation upon request.
13. Act as a consultant in all school and department desegregation programs.
14. Perform other tasks as assigned by the Superintendent / designee
15. Oversee Student Enrollment
16. Assist the implementation of Parent Education/Parent Governance development in conjunction with the Bilingual Office/Parent Education Office
17. Perform the responsibilities as a Program Improvement lead
18. Be knowledgeable of current practices and future trends as related to the education of linguistic and ethnic minority student populations

19. Assist in the evaluation of program effectiveness, student integration, parent involvement and staff development programs which focus on the needs of English Language Learners

Coordinate staff development with other departments in instructional services

20. Seek and apply for grant funding and monitor grant implementation and reporting
21. Act as liaison with colleges and universities for developing cooperative efforts in teacher training services
22. Participate actively as a Division of Instruction team member to plan, assess, and implement the District's strategic plan and quality management programs.

QUALIFICATIONS:

1. Appropriate California Administrative Credential.
2. Master's Degree.
3. Five years administrative experience.
4. Five years successful teaching experience
5. Leadership and organizational ability.
6. Skill in decision-making and in verbal and written communication.
7. Demonstrate mature judgment, flexibility, diplomacy, and a sense of humor.
8. Ability to listen and to be responsive to the needs and concerns of others.

TERMS OF EMPLOYMENT:

Salary Placement:	Appropriate level and step of Administrative Salary Schedule
Work Year:	226 days

EVALUATION:

Performance evaluation will be in accordance with the provisions of the Administrator Evaluation Process.