

SAN JOSE UNIFIED SCHOOL DISTRICT
San Jose, California

TITLE: **MANAGER, DESEGREGATION**

REPORTS TO: Assistant Superintendent of Instruction

SUPERVISES: Program Analyst

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 court-ordered desegregation 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 Assistant Superintendent of Instruction
5. Prepare reports and written communications as requested by the Assistant Superintendent of Instruction.
6. Represent the Assistant Superintendent on desegregation related meetings, agendas, and issues in her absence.
7. Oversee the process for reporting desegregation information required by the court order and the Assistant Superintendent.
8. Assist 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 Assistant Superintendent.

QUALIFICATIONS:

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

TERMS OF EMPLOYMENT:

Salary Placement: Range 23 (\$88,990.54 - \$108,168.55)
Work Year: 221 days

EVALUATION:

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

Board Date: 3/8/07

DI/Molina:jasg Mgr Deseg JD 2-16-07