

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: LEAD DIRECTOR OF SCHOOLS

BASIC FUNCTION:

Under the direction of the Associate Superintendent of Schools or designee, lead, direct, and support the operations of District PreK, TK, elementary K-6, middle school grades 7-8, and comprehensive high schools as assigned.

ESSENTIAL FUNCTIONS:

Have lead responsibility for important school operational functions such as, but not limited to, planning of graduation ceremonies, open enrollment determinations, closing and opening school sites, site administrator placements, Special education self-contained program placement, staffing determinations, and other responsibilities as assigned by the Associate Superintendent of Schools.

Manage parent complaints and appeals following decisions made by principals and school directors.

Serve as a collaborative partner in cross-departmental projects and initiatives.

Attend Board meetings as assigned; including the provision of information/presentations to the Board as directed by the Associate Superintendent of Schools.

Supervise the performance of assigned personnel.

Conduct investigations involving student and employee matters.

Make recommendations to the Associate Superintendent of Schools regarding transfers, reassignment, termination and disciplinary actions.

Participate in the design, development, implementation, and evaluation of professional learning and professional development for applicable staff.

Support the recruitment, hiring, development, and retention of site administrators.

Monitor the progress of schools and educational programs through the examination of essential input, output, and outcome data.

In collaboration with the Department of Research & Evaluation and other departments as applicable, conduct thorough gap and cause analyses to determine optimal courses of action for the continuous improvement of schools and student performance.

Support the development and approval of site LCAPs.

Determine professional growth needs, including professional learning and professional development (PL/PD), provide and evaluate PL/PD for assigned staff.

Provide leadership support to the design and building of new schools and determination of school

boundaries and locations.

Collaborate with leaders from the Divisions of Education Services & Schools and Business Services & Facilities and labor groups on projects as assigned by the Associate Superintendent of Schools.

Access a variety of District databases, including the District's student information system, student interim assessment system, teacher evaluation system, and Program Implementation Continuum (PIC) system.

Review and approve site safety plans.

Utilize the District's emergency response communications software.

Manage appeals of inter- and intra-District student transfer requests.

Address parent questions and concerns.

Assist principals with transitioning traditional school calendar to year-round school calendar as needed.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Division and department goals and action plans as applicable.

Planning, organization and direction of school operations.

District and school organization, operations, policies and objectives.

School attendance areas within the District.

Principles and practices of administration, supervision and training.

Applicable laws, codes, regulations, policies and procedures.

ABILITY TO:

Be responsive.

Be flexible.

Be culturally responsive.

Be empathetic.

Be team-oriented.

Be creative.

Be epistemically and empathically curious.

Be a systems thinker.

Be adaptable.

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and timelines.

Work independently with little direction.

Prepare comprehensive narrative and statistical reports.

Maintain consistent, punctual and regular attendance.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: master's degree and five years teaching experience including three years experience as a site principal.

LICENSES AND OTHER REQUIREMENTS:

Valid Administrative Services Credential, Teaching Credential or other valid appropriate credential.

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

BOARD APPROVED: September 15, 2026