

SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

Department of Human Resources

CERTIFICATED JOB DESCRIPTION DIRECTOR, MALIBU PATHWAY

DEFINITION

Under the professional direction of the Superintendent or designee, the Director, Malibu Pathway, ~~builds a shared vision for~~ supports the operations of the Malibu schools by collaborating with principals, District staff parents, community leaders and other members of the community. With direction from the Superintendent, and assistance from District departments, ~~The Director plans, organizes, manages and facilitates the academic, instructional, student support, operations and fiscal activities~~ the operational activities of the Malibu Schools in accordance with Superintendent and Board of Education goals, and District initiatives, policies, regulations and applicable laws.

DISTINGUISHING CHARACTERISTICS

This position classification requires administrative expertise and knowledge in school leadership, educational programs, instructional leadership, District and site operations, budget, student support services and community engagement. Directly related administrative experience is necessary to assure success in this leadership role. The job requires the ability to engage multiple stakeholders in ~~visioning~~, planning and implementing educational programs and facilities master planning. The Director regularly meets with parents, community leaders, community members, principals, District administrators, and other certificated and classified staff to support the success of the Malibu schools. The Director serves as a liaison between the Superintendent, ~~Board of Education~~ and the Malibu community to support a mutually collaborative relationship between the District and the Malibu schools, which includes identification of interests and issues that are unique to Malibu. The job requires the ability to analyze and offer solutions, including alternatives, to problems. Decisions are made by the incumbent that have a ~~critical~~ an impact on the goals, organization, and administration of educational programs, operations and services for the Malibu schools and the District. The position classification has supervisory responsibility for planning, assigning, reviewing, and evaluating the quality and quantity of work of professional certificated staff as well as technical and clerical employees.

EXAMPLES OF DUTIES

- In coordination with District departments, oversees and supports the instruction, maintenance, operations, student support services, and fiscal activities for the Malibu schools.
- Collaboratively develops and represents the interests of the Malibu schools to the Superintendent, ~~Board of Education~~ and District leadership.
- Serves as a liaison between the Superintendent, Board of Education and District management to support the educational programs and operations of each Malibu school.
- Attends meetings and reports to the Board of Education, as necessary.
- Identifies issues and problems within the Malibu schools and makes recommendations to the Superintendent or designees; makes decisions, as necessary or appropriate.
- In collaboration with site principals, develops reports articulating the status and progress of the Malibu schools toward District and site goals.
- Engages stakeholders in ~~visioning~~, planning and implementing educational programs and facilities master planning.
- Provides site administrator coaching and development.

- Cultivates and sustains relationships with City of Malibu officials, agency partners and community leaders.
- Seeks resources, ~~including centralized fundraising,~~ that enhance educational opportunities for Malibu schools.
- Responds to parent and community concerns and issues, including engaging in problem solving and effectively communicating with specific audiences.
- Facilitates, coordinates and supports schools to ensure safety and appropriate emergency response preparation.
- Serves as the District liaison to the City of Malibu, Los Angeles Sheriff's Department, Los Angeles County Fire Department and other necessary emergency responders.
- Serves as a representative of the District at community and District functions.
- Upholds Board of Education policies, regulations, and state and federal laws.
- Performs other related duties as required and assigned.

QUALIFICATIONS

Knowledge of:

1. Principles, practices, trends, goals and objectives of public education, including best and innovative practices;
2. District and school site operations including philosophical, educational, fiscal, legal and operational principles and practices;
3. Organizational, management, planning, and evaluation strategies, techniques, and procedures;
4. Academic/instructional design and delivery systems, including development, implementation, and audit and evaluation processes that determine effectiveness;
5. Human relationships, conflict resolution strategies and procedures, and team strategies and techniques.

Ability to:

1. Provide oversight, direction and support to the Malibu schools;
2. Communicate effectively in oral and written form using language that is understandable and discernible to professionals and members of the wider community;
3. Evaluate and analyze complex problems, issues, and concerns; recommend appropriate solutions and make effective and timely decisions;
4. Engage in consensus building to including visioning and master planning;
5. Establish and maintain cooperative organizational, public, and educational community relationships.

EXPERIENCE AND EDUCATION

Any combination of experience and training that would likely provide the required knowledge and skill. A typical way to obtain the required knowledge and skill would be:

Experience:

1. Minimum of three (3) years of successful experience in a responsible administrative position performing district or school administration and/or related functions.
2. Minimum of three (3) years of successful experience as a school principal.

Education:

1. Master of Arts or higher degree in education, educational administration, or closely related field.

CERTIFICATION, LICENSES AND CONDITIONS

Certification Requirement

Possess, or qualify for, a valid California Administrative Services Credential.

License Requirement

Possession of a valid Motor Vehicle Operator’s License.

Condition of Employment

Insurability by the District’s liability insurance carrier.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.
- This is a sedentary position classification with light work that involves sitting a portion of the time and includes walking and standing for extended periods.
- Requires the mobility to stand, stoop, balance, reach, kneel and bend. Requires mobility of arms to reach and dexterity of hands and fingers needed to operate a computer keyboard.
- May require the need to push, pull or lift up to 20 pounds.
- Requires the accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and objects, and providing oral information and direction.

This position is 222 work days, and is paid at Range 66 on the Santa Monica-Malibu Unified School District Management Salary Schedule.

Board of Education Approval:

_____ Date

Verified by:

_____ Mark O. Kelly
Assistant Superintendent, Human Resources

_____ Date