



RIALTO UNIFIED SCHOOL DISTRICT

Lead Strategic Agent

Management Job Description

DEFINITION

The Lead Strategic Agent reports directly to the Superintendent and implements a comprehensive system of innovative and congruent structures and processes driven by high expectations and accountability to ensure District-wide goals and objectives are met.

ESSENTIAL DUTIES and RESPONSIBILITIES

Implement the District's Strategic Plan

- Ensure administrators understand their respective roles in implementing the plan
- Provide the needed direction, technical support, and professional development to service area leads, other staff, and stakeholders
- Develop a system of checks and balances to monitor the implementation of the Strategic Plan
- Conduct analysis of data and implement recommendations as necessary
- Market and communicate the Strategic Plan

Create Congruent Systems for Accountability

- Create the necessary systems to ensure congruence of all major initiatives and core areas of operations
- Communicate with service area leads and other staff regularly to maintain the integrity of major initiatives
- Provide leadership and structures to facilitate District collaboration with stakeholders, including other leading school districts, universities, community-based organizations (CBO's), state and federal policy makers, etc.
- Ensure service area leads and other staff meet all expectations in their respective areas of responsibility

Ensure Equity Throughout the District

- Create, implement, and monitor a framework to ensure equity throughout the District
- Conduct analysis of data to ensure implementation of practices that promote equity
- Create and implement innovative strategies to close performance gaps
- Ensure staffing ratios, assignments and student access to programs and services are consistent with community demographics and District expectations
- Ensure diversity and tolerance are commonplace and part of the District's core culture

Other Duties and Responsibilities

- Evaluate the performance of service area leads and other assigned staff
- Ensure positive relations with local, regional, State, and Federal partners and stakeholders
- Maintain awareness of innovative practices in programs and policies for teaching, learning, and organizational design that can be incorporated within the District
- Assume the day-to-day duties of the Superintendent
- Assume duties assigned by the Superintendent

MINIMUM QUALIFICATIONS

- Versed in the implementation of targeted system-wide initiatives
- Versed in systemic planning, organizing, and monitoring across departments
- Versed in California Education Code
- Ability to set priorities and meet goals and expectations
- Ability to organize and reach agreements on both a small and large scale
- Ability to communicate in both written and oral form in small and large settings
- Ability to prioritize and drive change from within and from outside the organization
- Ability to navigate competing political interests
- Ability to build trust and reach agreements among individuals or groups
- Ability to develop the management capacity of others
- Ability to hold others responsible for meeting targeted goals and high expectations

PERSONAL QUALIFICATIONS:

- Leader who is a systems thinker and can appreciate all elements of the District and community
- Leader who advocates for social justice and the interests of underrepresented groups
- Leader who values stakeholder voice in all decision making
- Leader in transforming schooling practices to improve student outcomes
- Leader with integrity, commendable work ethic, and self-discipline
- Leader with ability to anticipate and resolve challenges
- Leader with ability to build relationships and successfully work with diverse groups (e.g., racially, ethnically, linguistically) in pursuing common goals

EXPERIENCE AND EDUCATION**Experience:**

- Any combination equivalent to at least eight (8) years of school site, district, county administrative services or state leadership experience

Education:

- Possession of a valid California teaching credential or services credential
- Possession of a valid California administrative credential
- Possession of a Master's Degree from an accredited college or university
- Doctorate Degree preferred

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Class:

MODERATE WORK – lifting 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds

Work Area Requirements:

Ability to traverse campuses and sites of 10 to 40 acres, including construction sites, campuses, fields, and concrete/asphalt areas. Ability to use common school hand tools, computers, telephones, and photocopy machines.

Physical Requirements:

The time requirements are listed considering this wording and meaning:

Occasionally/Low - up to 3 hours

Frequently/Medium - 3 to 6 hours

Constantly/High - 6 to 8 hours

Fingering:	Occasionally	Carrying:	Occasionally	Standing:	Occasionally
Stooping:	Low	Kneeling:	Low	Bending:	Frequently
Sitting:	Occasionally	Lifting:	Occasionally	Keyboarding:	Occasionally
Reaching:	Occasionally	Walking:	Constantly	Handling:	Constantly
Push/Pull:	Occasionally	Grasping:	Constantly	*Driving:	Occasionally

****Possession of a current California Driver's license, a D.V. printout and the ability to be covered by the company auto insurance is required.***

Frequent Motion:

Twisting:	Low	Elbow flexion/extension:	Frequently
Wrist flexion:	Frequently	Reaching to shoulder level:	Occasionally
Reaching above should level:	Occasionally	Reaching below shoulder level:	Frequently
Forward should/neck flexion:	Occasionally - 3 hours per day		

Sensory Requirements:

Ability to see:	Constantly	Ability to hear:	Constantly
Ability to talk:	Constantly	Ability to smell:	Constantly
Ability to touch:	Constantly		

This Job Requires:

Alertness:	Constantly	Attention to detail:	Constantly
Recall of names and dates:	Constantly	The use of two hands:	Constantly
Ability to work in temperatures down to 30 degrees and up to 105 degrees.			

Must be able to deal with these environmental considerations:

Heat:	Has own controls	Noise:	Yes
Humidity:	Occasionally	Moisture:	Occasionally
Floor may be slippery at times:	Yes - Tiles areas	Odor:	Yes
Working in close quarters with others:	Yes, all the time	Fluorescent lights:	Yes
Working inside:	95% of the day	Working outside:	5% of the day

Ability to deal with psychological factors:

Team work:	Constantly	Frustration:	Moderate-depends on time of year
Repetitive Tasks:	Yes, signature	Level of responsibility:	High
Flexible:	Yes	Must keep up with schedule:	High
Dealing with angry teachers, students and parents:	Moderate	Able to work overtime as needed:	Yes

Physiological factors:

Must maintain a high level of consciousness:	Yes	Orientation to time, place or person:	Yes
Ability to read at 12th grade level:	Yes	Ability to comprehend and follow directions:	Yes
Able to keep up a high activity level during the shift:	Yes		

Pre-Employment Requirements That Must Be Met For Employment:

- Fingerprints on file as required by State Law through Rialto Unified School District.
- TB Skin Test as required by State Law