

MT. DIABLO UNIFIED SCHOOL DISTRICT  
DIRECTOR OF SPECIAL PROJECTS

Primary Function

Plan, organize, control and direct special projects and general administrative and staff support programs related to district functions except those specific areas reserved by the Superintendent.

Directly Responsible To

Superintendent

Supervision

Any certificated or classified staff as assigned.

Major Responsibilities

1. Plan, organize, control and direct special projects related to district.
2. Coordinate and provide leadership and direction for all divisions and departments within the scope of responsibility.
3. Facilitate district-wide initiatives and plans.
4. Provide technical expertise, information and assistance to the Superintendent regarding assigned functions; assist in the formulation and development of policies, procedures and programs; advise the Superintendent of unusual trends or problems and recommend appropriate corrective action.
5. Plan, organize and implement long and short-term projects and activities designed to develop assigned programs and services.
6. Make recommendations concerning the implementation of goals and objectives as well as proposed Board policy; provide administrative oversight for the preparation and assure the completion of reports and interpretations of related data for District administrators, staff and the public for effective decision-making by managers and the Superintendent.
7. Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel. Advise the Superintendent and District administrators on regulations, policies and procedures; serve on committees, task forces and ad hoc groups as necessary

to coordinate functions for assigned areas of responsibility.

8. Attend or participate in required District, Board and committee meetings and other activities deemed necessary by the Superintendent in order to accomplish the objectives of the position and for professional achievement; represent and act on behalf of the Superintendent as directed.
9. Facilitate and coordinate District operations to involve staff in providing support and participation in support of the District's mission; support the Superintendent's goals to involve staff in working to assure student achievement.
10. Provide direction, coordination and support of special projects related to district initiatives, budgeting process, and expenditure reporting as required for internal management of division/departments as necessary for conformance to District financial policies and procedures.
11. Review existing and pending legislation to assure District compliance with laws and procedures related to processes and make recommendations on changes which may result in more efficient operation of the District; recommend waivers.
12. Respond to concerns of the Community regarding special projects; coordinate with community agencies to address the problems and needs of the schools and their students.
13. Communicate with administrators, personnel, and outside organizations to coordinate activities and programs; resolve issues and conflicts, and exchange information; develop policies and procedures to encourage effective and efficient management controls.
14. Supports District's mission and goals through grant development and establishes ongoing communications with site parents and community members regarding District policies and practices.
15. Serves as site administrator for the Willow Creek Center; coordinates activities and supervises assigned personnel.
16. Perform other duties as assigned.

### Education and Experience

A combination of training, experience and/or post graduate work in a related field and five to seven years of progressively responsible management experience.

### Licenses and Requirements

Valid California drivers' license.

## Qualifications

### Knowledge and Skills:

1. Organizational development principles and practices.
2. Techniques and strategies for managing a large, diverse organization.
3. Laws, regulations and district policies pertinent to academic initiatives.
4. Communication strategies, community resources and district partnerships.
5. Principles and techniques of budget preparation and control.
6. Oral and written communication skills.
7. Principles and practices of administration, supervision, and training.
8. Applicable laws, codes, regulations, policies, and procedures.
9. Interpersonal skills using tact, patience and courtesy.

### Ability to:

10. Provide leadership and direction in assigned functions.
11. Review existing and pending legislation related to assigned programs and recommend origination, modification, or support of legislative measures.
12. Maintain current knowledge of applicable provisions of federal, state, and district laws, rules, and regulations.
13. Communicate effectively both orally and in writing.
14. Interpret, apply and explain rules, regulations, policies and procedures.
15. Establish and maintain cooperative and effective working relationships with others.
16. Operate a computer and assigned office equipment.
17. Analyze problems, make decision, and be responsible for those decisions.
18. Meet schedules and time lines.

19. Work independently with little direction.

20. Facilitate group discussions and lead community meetings and task force teams as needed.

21. Plan and organize work.

22. Supervise and evaluate the performance of assigned staff.

Physical Abilities:

Dexterity of hands and fingers to operate a computer keyboard; sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations; seeing to read and write reports; lifting light objects.

DMA Salary Schedule

Range 32

Approved by the Board: