



## RIALTO UNIFIED SCHOOL DISTRICT

### Lead Strategic Agent: **Strategics, Congruence, Social Justice** Management Job Description

#### **DEFINITION**

The Lead Strategic Agent of Strategics, Congruence, and Social Justice 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 commonplac

**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