

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

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**TITLE:** Assistant

- Create a sense of urgency, and take immediate action to ensure early successes.
- Establish and monitor high standards for excellence with students, teachers, staff, and other stakeholders.
- Relentlessly focus school activities on student achievement.

#### Action Orientation

- Effectively plan and take action to achieve goals and objectives without direction.
- Consistently identify potential issues and obstacles, and take action to create and implement solutions.

#### Impact and Influence

- Establish a culture of learning and achievement.
- Act consistently to influence others' thinking and behavior to achieve results.
- Communicate a clear vision of success and benefits to engage others.
- Effectively identify and engage stakeholders (e.g., parents, community) to build trust, drive consensus, and facilitate change.
- Influence others to take action and demand change.

#### Develop and Lead High Performing Teams

- Understand team strengths and gaps.
- Encourage learning, and consistently provide instruction, expectations, feedback, and other development activities to encourage leadership and build capacity.
- Consistently inspire excellence, and promote high morale.

#### Planning and Problem Solving

- Quickly recognize patterns and trends related to school performance.
- Identify appropriate metrics, and use qualitative and quantitative data to assess performance and drive goals and decision making.
- Recognize cause and effect between instructional activities and results.
- Develop effective processes to achieve desired results.

#### Confidence to Lead

- Consistently take on challenging situations and believe in ability to effect change.
- Demonstrate strong commitment to others, and present ideas with confidence.
- Take risks to achieve vision and goals, even if they deviate from the norm.
- Take personal responsibility for mistakes and learn from them, while consistently following up with analysis and correction action.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)**

Plan, organize, and participate in programs and activities related to the operation of an elementary, middle, or high school, including instruction and special education programs; enforce applicable State and District codes, policies, and laws; administer District and school site policies and safety programs. **E**

Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Assist in the development of implementation of early intervention programs that address special needs of at-risk students. **E**

Identify target students, define intervention plans, and coordinate support and monitoring plans; organize and coordinate plans to improve student attendance. **E**

Provide support for the alignment of standards with curriculum, instruction, and assessment; identify best instructional practices; and coordinate with other staff to ensure that all students receive a high-quality education. **E**

improving underperforming student achievement is required. Preference will be given to persons working with

Read, interpret, apply, and explain rules, regulations, policies, and procedures.  
Communicate effectively, both orally and in writing; prepare and deliver oral presentations.  
Operate a computer and related software.  
Meet State and District standards of professional conduct as outlined in Board Policy.

**WORKING CONDITIONS:**

**SAMPLE ENVIRONMENT:**

Office and school environment and outside supervising students; subject to constant interruptions; drive a vehicle to off-site locations to conduct work.

**SAMPLE PHYSICAL ABILITIES:**

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read, prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, reach overhead, above the shoulders, and horizontally to retrieve and store files; lift light objects.

**SAMPLE HAZARDS:**

Contact with distraught, dissatisfied, or abusive students, parents, and staff.

**HEALTH BENEFITS:** District pays a portion of the employee's health benefits through District-offered plans.