

RIVERSIDE UNIFIED SCHOOL DISTRICT

TITLE: Liaison for Professional Growth Systems (PGS)-Principal (Rotational --
Three Year Period)

WORK YEAR: 221 Days

PRIMARY FUNCTION:

Under direction of the Superintendent or designee. RUSD is committed to professional growth systems for all employees to support professional growth and employee success in improving the teaching, learning, and management processes, and to promote an environment of collaboration, high expectations, equity and mutual respect. The Liaison for the RUSD Professional Growth Systems is a member of the both association negotiation teams. This individual works to support all the PGSs, and ensures the collaboration of all unions in the implementing these systems. This Liaison co-chairs all Review Panels, the Career Lattice Joint Panel and the Design/Implementation team. This individual serves as a liaison between RCTA, its administrators and Personnel. The Liaison is a member of the implementation teams for all three Professional Growth Systems. The Liaison collaborates with the both unions to ensure that there is a commitment to fostering and sustaining the organizational culture of respect through supports and structures that are embedded throughout the system. This individual works with the other employee organizations to problem solve and improve issues of workplace culture. This individual should have strong interpersonal and facilitation skills and be committed to collaboration with all stakeholders for the benefit of students.

ASSIGNED RESPONSIBILITIES:

- Works collaboratively with Personnel and other offices in the implementation of all of the RUSD Professional Growth Systems.
- Co-chairs all PAR panels, the Career Lattice Joint Panel
- Participates as a member of all three PGS Implementation Committees.
- Serves as the primary Principal contact for all issues and concerns related to the implementation of the PGSs.
- Works with and provides support to school-based and non-school-based administrators to enhance their knowledge of all PGSs.
- Ensures the annual revision of the PGS Handbook.
- Ensures the accurate collection of Review Panel data.
- Works with Personnel and RCTA to determine what additional role would be appropriate for this position to assume in support of the implementation of the PGSs.
- Collaborates with all employee unions to support the Interest Based Bargaining process.
- Sits on both bargaining unit negotiation teams
- Provides direct support to schools and offices with climate issues.
- Ensures the dissemination of best practices to support collaboration in the workplace.
- Performs related duties consistent with the scope and intent of the position.

SPECIAL REQUIREMENTS:

(Frequent overtime or night work required, etc.) Must be available to work evenings and weekends to attend meetings, to observe and conduct training, and attend conferences and other personal professional development events.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

Knowledge of:

Knowledge and experience in implementing the three professional growth systems. Knowledge of the three negotiated contracts. Demonstrated skill and knowledge of administration and leadership. Ability to work effectively with administrators, colleagues, central office and school-based staff, students, parents and community. Demonstrated skill and ability to work well with adults in multi-stakeholder groups. Skilled in data-driven decision-making and use of technology.

Ability to

Provide effective visionary leadership and strategic planning to focus human and material resources towards the primary goal of outstanding quality education for students.

Effectively communicate and work with diverse groups of people such as (but not limited to) District Office Personnel, Principals, Teachers, Students and Parents.

Analyze and evaluate data for specific use.

Maintain confidentiality.

Prioritize workload and conflicting demands.

Effectively work in a demanding environment.

Work in a diverse socio-economic and multicultural community.

Demonstrate organizational, time management, analytical and problem solving skills.

Develop and provide effective presentations to the public, Board and staff.

Effectively communicate orally and in writing, with a variety of public, staff and management groups.

Maintain consistent, punctual and regular attendance.

Incorporated within one or more of the previously mentioned performance responsibilities, which are essential functions of this job description, are the following essential physical, mental and environmental requirements (*reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions*):

Physical:

Ability to push, pull, and transport instructional and/or presentation materials.

Ability to communicate so others will be able to clearly understand a normal conversation.

Ability to understand speech at normal levels.

Ability to bend, twist, stoop and reach.

Ability to drive a personal vehicle to conduct business.

Mental:

Ability to organize and coordinate schedules

Ability to analyze and interpret data

Problem solving

Ability to communicate with the public

Ability to read, analyze and interpret printed matter and computer screens

Ability to create written communication so others will be able to clearly understand the written communication

Ability to communicate so others will be able to clearly understand a normal conversation.

Ability to understand speech at normal levels.

Environment:

Indoor – frequently

Outdoor – occasionally

Ability to work at a desk and in meetings of various configurations.

EDUCATION AND EXPERIENCE:

Valid California Administrative Credential

Master's Degree or higher

Minimum of five (5) years of experience as a successful school site administrator

Valid California Driver's License

SUPERVISOR: Superintendent or Designee