<table>
<thead>
<tr>
<th>ORGANIZATION</th>
<th>Fresno Unified School District</th>
</tr>
</thead>
<tbody>
<tr>
<td>JOB TITLE</td>
<td>EXECUTIVE OFFICER (GENERAL)</td>
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<tr>
<td>JOB LOCATION</td>
<td>SCHOOL LEADERSHIP</td>
</tr>
<tr>
<td>DESCRIPTION OF JOB</td>
<td>For questions regarding the job posting or application, please call Human Resources at (559) 457-3500.</td>
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**NON-DISCRIMINATION STATEMENT**

FUSD prohibits discrimination, harassment (including sexual harassment), intimidation, and bullying based on actual or perceived race, color, ethnicity, national origin, immigration status, ancestry, age (40 and above), religious creed, religion, political belief or affiliation, gender, gender identity, gender expression, genetic information, mental or physical disability, sex, sexual orientation, marital status, pregnancy or parental status, childbirth, breastfeeding/lactation status, medical condition, military and veteran status, or association with a person or a group with one or more of these actual or perceived characteristics or any other basis protected by law or regulation, in its educational program(s) or employment. For questions or complaints, contact:

**Title IX Coordinator** - David Chavez, 2309 Tulare Street, (559) 457-3593, TitleIX@fresnounified.org

**Title 5 Compliance Officer** - Teresa Plascencia, 2309 Tulare Street, (559) 457-3736, Constituent.Services@fresnounified.org

**Title II /ADA Coordinator** – Steven Shubin, 2309 Tulare Street, (559) 457-6227, Steven.Shubin@fresnounified.org

**Section 504 Coordinator** - Patrick Morrison, 890 S 10th Street Bldg C, (559) 457-3275, 504@fresnounified.org

The **Executive Officer**, Credit Recovery, is accountable for ensuring students in grades 9-12 recover credits to remain on track for graduation. The Executive Officer will organize, direct, and oversee all credit recovery efforts in Fresno Unified by:

- utilizing data to monitor and evaluate all individual and site level credit recovery opportunities.
- collaborating with Instructional Superintendents and high school principals to develop site-based credit recovery goals and action plans.
- collaborating with the department of College and Career Readiness, high school principals, and other departments to develop and monitor extended learning credit recovery opportunities (e.g., winter/summer sessions, online, 0 & 7th period).
- providing timely support, professional learning and assistance to site leaders and other staff to meet district goals.
- supporting sites in the development of individualized credit recovery plans for all off-track students.
- supervising the evaluation, purchase, and implementation of credit recovery curriculum; and
- communicating with educational partners regarding the performance and progress of credit recovery efforts in Fresno Unified.

**Requirements:**

- Any combination equivalent to: Advanced degree or the equivalent coursework or emphasis in business administration or related field and five years increasingly responsible supervisory and management experience including experience in one or more of the areas managed.

- Valid California Driver's License

**VIEW FULL JOB DESCRIPTION**

To view full job description, education requirements, and licenses for this position visit:
[https://hr.fresnounified.org/job-descriptions/](https://hr.fresnounified.org/job-descriptions/)

**HOW TO APPLY**

TO APPLY FOR THE POSITION VISIT:

**ANNUAL SALARY RANGE**

$134,626.00 - $163,639.00

**DEADLINE DATE TO APPLY**

Tuesday, August 8, 2023