Who We Are
The San Francisco Unified School District (SFUSD) is California’s seventh largest school. Every year, more than 55,000 students, speaking more than 44 documented languages, have powerful learning experiences in the 130 public schools within the City and County of San Francisco. We aim to provide each student with an equal opportunity to succeed by promoting intellectual growth, creativity, self-discipline, cultural and linguistic sensitivity, democratic responsibility, economic competence, and physical and mental health so that each student can achieve his or her maximum potential. We place access and equity, student achievement, and accountability at the forefront of every child’s education in pursuit of this mission.

What It Means to Work Here
When you join our team at SFUSD you can expect to be part of an inclusive, innovative and equity-focused organization that approaches public education as a social justice movement that requires broad collaboration across an array of strategic partners. As a CORE district, SFUSD is also a leader in critical systems change for more comprehensive school accountability and innovations that help strengthen the instructional core, which is the foundation of our strategic plan, Impact Learning. Impact Lives.

Who We Want
We want talented people from diverse backgrounds and experiences, who are inspired by our mission steeped in equity, and who are motivated to unleash our children’s potential. We want people who are strong collaborators, skilled communicators, problem solvers and who are comfortable in a community of continuous learning.

As the Program Administrator you will report directly to the Chief Academic Officer, who oversees the division of Curriculum & Instruction. This division is made up of many departments, including STEM, Humanities, State & Federal Programs, the Office of Professional Learning and Leadership, and College and Career Readiness. As Program Administrator reporting to the CAO, you will be called upon to support many departments in their strategic work, and specifically, to identify, select, apply for, and report on grant opportunities related to this work. This work includes effectively interfacing with many department leaders, scanning for grant opportunities that may align to each department’s work, quickly acquiring the background knowledge to write effective grants, high levels of organization to track multiple applications, and regular interaction with the district’s Office of Fund Development.

As one additional responsibility, the Program Administrator for the Chief Academic Officer will share duties related to A-G course submission and compliance. These duties will be split with members of the College & Career Readiness team, and will require both knowledge of A-G requirements and the ability to interact effectively with colleagues from this department.

We expect the Program Administrator for the Chief Academic Officer to:

- Actively seek funding opportunities that align to the vision of SFUSD, and that match the current or prospective work of the division.
- Identify, select, apply for, and report on grant opportunities that align with the already-defined work of the division.
- Create reports for internal audiences and for funders that effectively communicate the disposition of grant dollars. This report writing shall include the analysis and presentation of data from district databases.
- Interact effectively with leaders from C&I and across the district, and with members of the district’s Office of Fund Development.
- Collaborate with a wide array of internal partners to effectively support the various initiatives of the Division of Curriculum and Instruction
- Ensure that all courses are a-g submitted for approval and catalogued correctly in Synergy.
● Develop and maintain strong operational systems that ensure efficient review of related curriculum and supporting a-g compliance.
● Perform other duties as assigned by the Chief Academic Officer, including support for meetings.

The strongest candidates will have:

● Capacity to clearly communicate the goals and mission of SFUSD.
● Successfully build and maintain internal and external partnerships, including relationships with prospective and actual funders.
● Knowledge of San Francisco’s public schools.
● Strong writing and analytic skills
● Strong interpersonal skills
● The ability to work independently and with others, and to self-direct.
● A knowledge of effective teaching practices, including curriculum, instruction, and assessment; and the ability to research topics that are new.
● Understanding of student information systems, with a particular emphasis on Synergy.
● Willingness to perform other duties as assigned.

Minimum Qualifications

● Administrative Services Credential and a teaching credential
● 3 years as a site administrator, or comparable management-level experience
● A Master’s in education or a related field

What We Offer

SFUSD offers a competitive salary commensurate with experience in a similar position and the SFUSD Salary Schedule. We offer a comprehensive benefits package including dental and vision plans, disability, life insurance, flexible spending account options and vacation time. We also offer an inclusive and equity-centered environment where we encourage staff to bring their whole selves to work.

How to Apply

● Visit www.sfusd.edu/jobs and create a new certificated administrative account to begin your application.
● You will be prompted to electronically attach a letter of interest, resume, and administrative credentials/licenses.
● Our Human Resources team will then review your entire application to determine your eligibility status and contact you directly should you move forward in the process.

San Francisco Unified School District is an equal employment opportunity employer committed to maintaining a non-discriminatory work environment. SFUSD does not discriminate against any employee or applicant for employment on the basis of race, color, religion, sex, national origin, age, disability, veteran status, marital status, sexual orientation, or any other characteristic protected by applicable law.