

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

<b>TITLE:</b>	Director, Master Scheduling	<b>CLASSIFICATION:</b>	Certificated Management (UPE)
<b>SERIES:</b>	Director II	<b>FLSA:</b>	Exempt
<b>JOB CLASS CODE:</b>	9888	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	College & Career Readiness	<b>SALARY:</b>	Range 70 Salary Schedule B7
<b>REPORTS TO:</b>	Director III, College & Career Readiness	<b>CABINET APPROVAL:</b>	09-05-2023
		<b>HR REVISION:</b>	07-24-2023
		<b>CABINET APPROVAL:</b>	08-16-2021

**BASIC FUNCTION:**

Under general direction, the Director of Master Scheduling is accountable for student academic achievement through access and opportunity in the overall direction, planning, implementation, and effective management of the District-wide master scheduling process. Ensure proper

Master



Establish and maintain cooperative