

Executive Director of Pupil and Personnel Programs and Services

Under the immediate supervision of the Assistant Superintendent of Educational Services, the Director of Pupil and Personnel Programs and Services coordinates programs, curriculum, technology, training, outreach, and systems relating to student and staff services. Also plans, organizes, supervises, and evaluates Districtwide student mental health/health services programs to strengthen the educational process.

General Duties and Responsibilities

- Oversees TK-12 site principals in the development of a student wellness plan and coordinates implementation (including but not limited to the district-wide Challenge Success initiative and student mentoring programs)
- Serves as district liaison to LCHS 7-12 Link Crew, WEB, and Associated Student Body programs
- Coaches and collaborates with the assistant principals at elementary and secondary levels
- Oversees the district's mentoring support program for newly hired certificated employees as Assistant Superintendent of Human Resources' designees
- Oversees ESS Plans TK-8 as Superintendent's designee
- Assists with the coordination of the ELD program TK-12
- Assists with the oversight of the district's attendance policies and practices.
- Assists with district-wide state accountability
- Works closely with math and Science departments at LCHS to ensure effective implementation of the corresponding curricular pathways
- Assists in updating Educational Services board policies and administrative regulations
- Serves as district liaison for Career Technical Education (CTE) programs
- Serves as a designated administrator on IEP meetings at elementary and secondary sites
- Researches and recommends supplementary materials and resources to ensure NGSS aligned instruction in TK-12 classrooms
- Guides, coaches and supervises the science lab aides and the science coordinator at elementary and secondary sites
- Writes grants to support and enhance district programs and services
- Assists in the selection, development and on-going implementation of the health curriculum at LCHS
- Writes course overviews for proposed new courses at the secondary level
- Researches, writes and files grants to support and enhance district educational programs and services
- Oversees the late start and collaboration time activities districtwide
- Serves on IPG and Curriculum Council
- Assists with the annual Consolidated Application filing
- Assists with the filing of the annual School Accountability Report Cards for each school site
- Serves with Cabinet on the LCAP writing team
- Oversees the district's Health Services Program and personnel as Assistant Superintendent of Human Resources' designee
- Assists the Executive Director of Special Education with the district's Crisis Response

Program

- Serves as district representative on the Community Prevention Council
- Serves on Superintendent's Representative Council
- Assists in the development of the district-wide professional development calendar and coordinates participation under the direction of the Assistant Superintendent of Educational Services
- Assists with the district's assessment program at the secondary level
- Reviews and assesses needs in secondary courses facing declining enrollment
- Researches and recommends steps to move towards online educational offerings
- Works with the PTA Council Liaison to Organize and facilitate parent education offerings designed and marketed under the Challenge Success umbrella.
- Assists in coordinating and monitoring the policies and procedures needed for maintaining data integrity in the district student information system
- Serves on district committees as assigned by the Superintendent
- Performs other appropriate duties as assigned by the Superintendent

Knowledge of

- Policies and objectives of assigned programs and activities
- Oral and written communication skills
- IEP procedures
- Local, State and Federal standards and requirements governing school operations
- Principles and practices of administration, supervision and training
- Applicable laws, codes, regulations, policies and procedures.
- Interpersonal skills using tact, patience and courtesy
- Public relations techniques
- District policies and procedures concerning student discipline
- Applicable sections of the State Education Code

Ability to

- Coordinate personnel, communications, and information to meet student needs and assure smooth and efficient activities
- Supervise and evaluate the performance of assigned personnel
- Develop and administer disciplinary procedures in accordance with established District policies and State laws and regulations
- Communicate effectively both orally and in writing
- Interpret, apply and explain laws, codes, regulations, policies and procedures
- Establish and maintain cooperative and effective working relationships with others
- Meet schedules and time lines
- Work independently with little direction
- Plan and organize work
- Prepare comprehensive narrative and statistical reports
- Assist in developing and implementing school programs, services, goals, objectives, plans, standards, projects and procedures related to student services, discipline, attendance, campus safety, athletics and activities

Education and Experience

- Five years of classroom teaching experience including three (3) years of successful classroom teaching experience at the secondary level

- Three years administrative experience
- Valid California Teaching Credential
- Valid administrative credential
- Master's degree in Educational Leadership or a related field

Physical Demands

Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate computer equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Recommended: _____

Date: _____

Governing Board Approval: _____

Date: _____