

Executive Director of Pupil Programs and Services

Under the immediate supervision of the Assistant Superintendent of Educational Services, the Executive Director of Pupil Programs and Services coordinates programs, curriculum, technology, training, outreach, and systems relating to student 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 the LCHS Associated Student Body programs
- Oversees ESS Plans TK-8 as Superintendent's designee
- Coordinates the ELD program TK-12
- Oversees the district's attendance policies and practices.
- Oversees the 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
- Assists in the selection and development of existing and potentially new online learning opportunities 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
- Serves on IPG and Curriculum Council
- Oversees the Consolidated Application filing
- Oversees the annual School Accountability Report Cards for each school site
- Serves with Cabinet on the LCAP writing team
- Assists the Executive Director of Special Education with the district's Crisis Response Program
- Serves as district representative on the Community Prevention 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
- Oversees the district's assessment program at the secondary level
- Reviews and assesses needs in secondary courses facing declining enrollment
- 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 timelines
- 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: _____