

**DIRECTOR OF PROGRAMS AND SERVICES****DESCRIPTION OF THE POSITION**

Under the immediate supervision of the Associate Superintendent of Educational Services, the Director of Programs and Services coordinates programs, curriculum, technology, training, outreach, and systems relating to educational services. Also plans, organizes, supervises, and evaluates district-wide student mental health/health services programs to strengthen the educational process.

**EXAMPLES OF DUTIES INCLUDE (but are not limited to):**

- 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).
- Oversees ESS Plans TK-8 as Superintendent's designee.
- Coordinates the ELD program TK-12.
- Oversees the district's assessment program.
- Develops, monitors and ensures compliance of the LCAP programs and reporting under the guidance of Cabinet.
- Develops, monitors and oversees the district's survey programs.
- Oversees the district-wide state accountability.
- Oversees the annual School Accountability Report Cards for all school sites.
- Oversees the Consolidated Application filing.
- Oversees the district's attendance policies and practices.
- Researches, writes and files grants to support and enhance district educational programs and services.
- Assists in the development of the district-wide professional development calendar and coordinates participation under the direction of the Associate Superintendent of Educational Services.
- Assists in the selection and development of existing and potentially new online learning opportunities at LCHS.
- Reviews and assesses needs in secondary courses facing declining enrollment.
- Organizes and facilitates parent education offerings designed and marketed under the Challenge Success Family Learning Series umbrella.
- Assists the Executive Director of Special Education with the district's Crisis Response Program.
- Assists in coordinating and monitoring the policies and procedures needed for maintaining data integrity in the district student information system.
- Assists in updating Educational Services board policies and administrative regulations.
- Serves as the district's compliance officer.
- Serves as district liaison for Career Technical Education (CTE) programs.
- Serves as a designated administrator on IEP meetings at elementary and secondary sites.
- Serves as district representative on the Community Prevention Council.
- Serves on IPG and Curriculum Council.
- Serves on district committees as assigned by the Superintendent.
- Performs other appropriate duties as assigned by the Superintendent.

**QUALIFICATIONS GUIDE****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 (3) years administrative experience
- Valid California teaching credential
- Valid California 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. The person in this position is also required to hold a valid California Driver's License and operate a motor vehicle for the purpose of travel within and outside the district.