

BUENA PARK SCHOOL DISTRICT

DIRECTOR OF EDUCATIONAL PROGRAMS

DEFINITION

Under the direction of the Superintendent, coordinates and implements State and Federal Categorical Programs and Projects; serves as an education leader and program coordinator in the planning, implementation, and evaluation of said projects and programs relative to student achievement; organizes and implements relative, ongoing District staff development program; and other related functions as directed including the Local Control Accountability Plan.

EXAMPLES OF DUTIES

Provide leadership for all phases of the categorical programs, including the Local Control Accountability Plan related to student programs related to student achievement; coordinate and articulate the programs among all participating schools; plan and implement District categorical budget allocations for school sites; District centralized services and indirect costs for categorical budgets, including categorical salary allocations for personnel supporting the categorical programs; support principals with technical assistance for the categorical programs; plan and implement staff development components for the programs; coordinate with the assistant superintendent, educational services to ensure program fiscal accountability; plan and implement the curriculum and material component of the program; maintain all necessary project records; disseminate information to District, community, state and federal agencies; act as a liaison to the State Department of Education and U. S. Department of Education; plan and coordinate compliance reviews; coordinate and evaluate effectiveness of supplementary programs, including school improvement program, categoricals, limited-English proficient, substance abuse prevention, and responsible decision-making curriculums. Organize, implement, and monitor the District Staff Development Program related to instructional services, state standards, curriculum delivery, and student support programs.

QUALIFICATIONS

Knowledge of:

- Local Control Accountability Plan Development (LCAP)
- Categorical programs and projects at school sites and District
- Fiscal aspects of categorical budgets
- Purposes, limitations, and administration of achievement tests
- State and Federal regulations regarding compliance reviews and issues
- State and Federal legal mandates, policy regulations, and operational procedures regarding categorical programs and projects
- Standards based curriculum and instruction
- All areas of curriculum and instructional program design and materials, current legislation, project writing, guidelines, evaluation techniques, and strategies
- Staff development processes, including adult learning theory

Ability to:

- Plan, organize, and coordinate the District's categorical programs and programs related to student achievement
- Organize and manage instruction relating to categorical programs and LCAP student related goals
- Plan, implement, and monitor categorical and other program specific budgets

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QUALIFICATIONS

Ability to: (continued)

- Determine, plan, and facilitate inservice training programs to meet the needs of site administrators, teachers, support staff, and parents with respect to categorical and student programs
- Communicate effectively in oral and written forms
- Serve as a resource to site and District personnel, students, parents, and others in the student programs
- Establish and maintain cooperation with District employees and public and community agencies
- Adhere to all applicable attendance rules and regulations, and to perform essential functions of the job with or without reasonable accommodation.

EXPERIENCE

Site level administrative experience is desirable.

Five years of responsible leadership experience in categorical and student programs, including curriculum, fiscal, and personnel management experience. Administrative credential required.

EDUCATION

Possession of masters or higher degree from an accredited college or university in educational administration, supplemented by experience in categorical programs, student programs, and staff development.

LICENSE REQUIREMENT

Possession of a valid California drivers license.

CONDITION OF EMPLOYMENT

Insurability by the District's liability insurance carrier.

Board approved: 01/13/2019