

**Job Title:     **DIRECTOR OF SPECIAL PROGRAMS****

**Definition:**

Under the general supervision of the Assistant Superintendent, Educational Services; coordinates, monitors and develops specially funded instructional projects, programs, and grants for the primary purpose of improving student achievement outcomes.

**Essential Job Duties:**

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Assists in planning, developing, implementing and evaluating programs under the Consolidated Application Reporting System.
2. Complies with State and Federal rules and regulations in developing and submitting District consolidated application with Business Office support.
3. Secures viable sources of funding for special projects and programs by means of writing, organizing and presenting applications for available grants and/or monies.
4. Assumes responsibility for submission of applications, budgets, reports, and evaluations to appropriate agencies.
5. Assumes responsibility for Federal Program Monitoring and other funding compliances and assurances.
6. Supports district special programs including, but not limited to Gifted and Talented Education, English Learners, Science, Technology, Engineering and Math/Science, Technology, Engineering, Arts, and Math, Advancement Via Individual Determination, Visual and Performing Arts, Summer of Innovation.
7. Oversees the development and approval of the Single Plans for Student Achievement at all district schools.
8. Works in conjunction with the Business Office to monitor and develop school budgets ensuring funds are spent within federal and state guidelines.
9. Serves as a liaison between the District and other agency joint ventures that can be assisted by private, state and federal funds.
10. Provides information to private schools regarding opportunities to access state or federal funding.
11. Develops professional development for administrators, certificated and classified staff, parents and students in support of the District's special programs.
12. Responsible for federal and state funded programs including, but not limited to: Migrant and Immigrant Education Programs, Supplemental Educational Services/ Choice School Programs, Safe and Drug Free Schools Program.
13. Oversees all aspects of Title I and Title III federal funded programs.
14. Develops and coordinates family involvement activities.
15. Develops, monitors, and revises the Local Control and Accountability Plan in collaboration with all District stakeholders.
16. Ensures alignment of Strategic Plan, Local Education Agency and Site Plans, and Local Control and Accountability Plan.
17. Oversees all aspects of Charter School authorization.
18. Performs other duties as assigned.

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**Minimum Knowledge, Skill and Ability:**

**Knowledge of:**

- Categorical and federally funded programs
- Single Plan for Student Achievement
- District policies and procedures
- Bilingual program requirements and regulations
- Document management techniques
- Computer programs and related software

**Skill and Ability to:**

- Maintain professional confidentiality
- Establish a structure for a strong parent/professional partnership in district programs
- Work harmoniously with school community, District personnel, supervisors, departments, parents and students
- Provide Leadership in coordination of curriculum and instructional program needs assessment
- Understand and follow oral and written instructions
- Produce written reports
- Maintain accurate records
- Communicate effectively, both orally and in writing

**Training and Experience:**

- MA/MS Degree in Educational Administration or related field
- Appropriate Administrative Credential
- Three (3) years of classroom experience, two (2) years administrative experience
- Experience with state and federal programs

**Physical Requirements and Working Conditions:**

- Require vision (which may be corrected) to read small print, and allows accurate observation from a distance.
- Require the mobility to stand, run, stoop, reach and bend. Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Perform lifting, pushing, and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.
- Is subject to inside and outside environmental conditions.
- May be required to work at computer terminal for prolonged periods
- May be required to take and pass a physical examination.
- May be required to attend periodic evening and weekend meetings and travel within and out of the district boundaries to attend meetings.
- May be required to work evenings and weekends.
- Will be required to have live scan fingerprinting completed and cleared prior to beginning work.

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**PHYSICAL REQUIREMENT INFORMATION**

<b>Physical Demands:</b>	HPD = Hrs. Per Day		
	Rarely (0 – 1.5 HPD)	Occasionally (1.5-3 HPD)	Frequently (3 – 6 HPD)
Sitting			X
Standing	X		
Walking	X		
Bending (neck)	X		
Bending (waist)	X		
Kneeling	X		
Reaching	X		
Stooping			
Crawling	X		
Twisting (back & neck)	X		
Climbing	X		
Pushing/Pulling	X		
Walking on uneven ground	X		

	<b>Lifting</b>			<b>Carrying</b>		
	Rarely (0 – 1.5HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)	Rarely (0 – 1.5HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
0 – 10 lbs.	X			X		
11 – 25 lbs.	X			X		
26 – 50 lbs.	X			X		
51 – 75 lbs.	X			X		

<b>Mental Demands:</b>	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
Problem Solve			X
Make Decisions			X
Supervise			X
Interpret Data		X	
Organize		X	
Write		X	
Plan			X
Multi-Task			X

<b>Equipment Use:</b>	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
Telephone			X
Copier	X		
Computer			X
FAX Machine	X		
Radio	X		