

## PERSONNEL

### DIRECTOR OF DISTRICTWIDE PROGRAMS

#### DEFINITION

Under general supervision of the Superintendent. The director will support district-wide coherence through a multi-tiered system of coherence: comprehensive framework that focuses on instruction, differentiated learning, student-centered learning, individualized student needs, and the alignment of systems necessary for all students' academic, behavioral and social success. The Director of Districtwide Programs will successfully write and secure private, county, state and federal grants. Coordinate and provide communication with local and county media, provide program coordination and evaluation for grant funded programs.

#### ESSENTIAL FUNCTIONS

1. Develop and recommend discipline policies and practices that are formative rather than punitive; that include restorative practices. Work in collaboration with the school site leadership Teams to fully implement Restorative Practices and the PBIS (Positive Behavior Interventions and Supports) framework.
2. Provide training to improve classroom management and discipline practice. Identify, teach/counsel and support positive ways school staff can relate to each other, to students, families and community.
3. Provide oversight and opportunities for student engagement/leadership.
4. Support and extend meaningful ways for family involvement in their student's education and social development.
5. Actively reach out to engage the Community with our schools; Public relations, media coverage, Business, Service clubs, and private financial support as well as volunteer support.
6. Ability to sustain/renew current grants. Actively seeks out and applies for new grant funding.
7. Directs the Family Resource Center.
  - a) Establishes and monitors department policies, protocols and procedures. Develops staff training and skill improvement programs as needed. Provides overall coordination and leadership for implementation of program goals and objectives.
  - b) Secures and manages all contracts for case management services in the following manner: Supervises the Family Resource Center case management team. Receives family referrals from county agencies, community organizations and school districts. Evaluates condition of referred family and assigns case to appropriate case manager based on grant requirements, demographic location and/ or staff training. Reviews case management documents and database systems for all case managers on a quarterly or as needed basis to evaluate the quality of home visits, parent/ child assessments, and case management plan development and completion for all family members. Conducts grant required case reviews with case management team to review the quality of services, barriers to provision, and to discuss, interpret, and develop departmental Protocols and procedures.
8. Provides an educational and stimulating environment to effectively meet the needs of the children in the after school program in the following manner:
  - a) Coordination of curriculum and program planning to implement a developmentally sound curriculum to enhance the intellectual and social well-being of students by ensuring themes, lesson plans, and activities are connected to the instructional day with grade appropriate Content Standards, Benchmarks and Pacing Calendars. Maintain student

- files, enter attendance and assure transportation of students is complete before leaving campus.
- b) Responsible for hiring, training, guidance and supervision of qualified personnel. Conduct evaluation performance reviews and disciplinary actions for staff. Instruct and mentor paraprofessional staff on positive discipline techniques, communication to guide youth behavior, techniques of student instruction and delivery of instructional materials while maintaining a ratio of 20: 1.
  - c) Promote after school programs to instructional day staff, parents and, community to facilitate partnerships that will provide enrichment studies that meet or exceed state standards, promote student enrollment and retention to maintain the maximum allowed.
  - d) Coordinate after school enrichment, tutoring and facilities with instructional day classroom teachers and Principals.
9. Organizes and administers program budgets with the assistance of the Accounting Clerk and district business manager.
  10. Ensures submission of all required fiscal and evaluation reports to funding sources according to county, state, and federal guidelines. Write grant renewals, seek and write supplemental grant applications.
  11. Represents the Family Resource Center, Kernville Union School District, and the KRV Collaborative projects in a variety of contexts and to a wide range of constituencies including schools, school boards, parents, community organizations and funders. Provides outreach information and marketing. Acts as primary liaison among all collaborative partners including private, nonprofit, and county agencies in developing case management or related educational programs to meet the needs of the community.
  12. Chair of Technology committee to coordinate the development, implementation, and monitoring of the district Technology plan.
  13. Member of MTSS committee to plan districtwide coordination of Multi-Tiered Supports.
  14. Attend meetings, conferences, and trainings as required.
  15. Administers grant funded programs
  16. Manage, monitor and evaluate Districtwide data analysis and assessments including Benchmarks and Summative assessments.
  17. Assist the superintendent in writing, monitoring and reporting progress of the District LCAP.
  18. Serve as the LEA California Schools Dashboard Coordinator.
  19. Assist the superintendent in the District Advisory Council activities, agendas and presentations.
  20. Assumes other duties and responsibilities as assigned by district superintendent.

#### MINIMUM QUALIFICATIONS

1. Master's Degree is preferred.
2. California Administrative Credential.
3. California Teaching Credential.
4. Advanced study in the field of education, including the areas of administration, supervision, and curriculum development.
5. Three to five years of successful teaching experience.
6. Interview /file data will include evidence of sensitivity and respect for others, professional endorsement of exemplary leadership behaviors, and verification of the demonstrated ability to serve as a positive role model for students and staff.
7. Evidence of the willingness and the ability to comply with the standards for ethical and professional performance established by the district trustees and the California Department of Education.

8. An exemplary attendance and work record.

#### PHYSICAL DEMANDS AND WORKING CONDITIONS

1. Required to work some evenings and weekends.
2. Must travel within and out of district to meetings
3. Willingness to use personal vehicle in course of work.

#### PHYSICAL ABILITIES

- |               |                 |                  |                 |
|---------------|-----------------|------------------|-----------------|
| 1. Seldom     | = Less than 25% | 3. Often         | = 51.75%        |
| 2. Occasional | = 25 - 50%      | 4. Very Frequent | = 76% and above |

- 3 a. Ability to sit for extended periods of time.
- 4 b. Ability to stand and for extended periods of time and ascend and descend steps.
- 4 c. Ability to see for purposes of reading laws and codes, rules and policies and other printed matter, and observing students
- 4 d. Ability to hear and understand speech at normal levels
- 4 e. Ability to communicate so others will be able to clearly understand normal conversation
- 4 f. Ability to bend and twist, kneel and stoop, run, and crawl
- 1 g. Ability to reach in all directions
- 1 h. Ability to carry 25 lbs.
- 3 i. Ability to reach in all directions.

Adopted: May 9, 2017

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.