

## **BUENA PARK SCHOOL DISTRICT**

### **DIRECTOR OF EDUCATIONAL PROGRAMS**

#### **DEFINITION**

Under the direction of the Chief Academic Officer, 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 Chief Academic Officer 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

#### **QUALIFICATIONS**

##### **Ability to: (continued)**

- Determine, plan, and facilitate in-service 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

**BUENA PARK SCHOOL DISTRICT  
DIRECTOR EDUCATIONAL PROGRAMS  
PAGE 2 OF 2**

- 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 driver license.

**CONDITION OF EMPLOYMENT**

Insurability by the District's liability insurance carrier.