**Certificated Administration Group**

**OF THE SARATOGA UNION SCHOOL DISTRICT**

The Saratoga Union School District certificated administration is currently comprised of an assistant superintendent of educational instruction, a director of special education, four school site principals and one vice principal at Redwood Middle School.

### DISTRICT OFFICE
- Superintendent
- Assistant Superintendent
- Director of Special Education

### ARGONAUT, FOOTHILL & SARATOGA ELEMENTARY SCHOOLS
- Principal (3)

### REDWOOD MIDDLE SCHOOL
- Principal
- Vice Principal

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### ASSISTANT SUPERINTENDENT OF EDUCATIONAL SERVICES

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<thead>
<tr>
<th>CURRICULUM &amp; INSTRUCTION</th>
<th>ASSESSMENT</th>
<th>PROFESSIONAL DEVELOPMENT</th>
<th>DISTRICT LEADERSHIP</th>
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<td>STAR</td>
<td>Annual maintenance: ELA and Math</td>
<td>Policy development and updates</td>
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<td>Annual replenishment of materials</td>
<td>MARS</td>
<td>Board/District focus for professional</td>
<td>Parent outreach</td>
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<td>Removal of obsolete materials</td>
<td>Data Management Module</td>
<td>Administrator for professional</td>
<td>o PTA</td>
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<td>District Leadership Team</td>
<td>SUSD Writing Assessment</td>
<td>development</td>
<td>o SSC</td>
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<td>o Committee development</td>
<td>o Assessment schedule</td>
<td>Classified professional development</td>
<td>o All curriculum and instruction areas:</td>
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<tr>
<td>o District goals/DLT work</td>
<td>o Training</td>
<td>English language Development: A Look</td>
<td>GATE, ELD, Summer School, Title I</td>
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<tr>
<td>alignment</td>
<td>o Update and adjustments to</td>
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<td>o Professional Development</td>
<td>contents</td>
<td>GATE – bi-annual training for all</td>
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<tr>
<td>calendar</td>
<td>Developmental Reading Assessment</td>
<td>teachers; ongoing training for GATE</td>
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<td>o Teacher work tool development</td>
<td>o Assessment schedule</td>
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**INSTRUCTION**
- Supervision of First Grade Reading Intervention programs
- Supervision of Math Coach programs
- Supervision and evaluation of all SEF funded program instructions:
  - Art
  - Music
  - Technology
- Liaison with “Rhythm & Moves”
- Resource for K-5 Science Aide program
- Supervision of ELD program
  - CELDT Testing
  - Staff
  - Parent Outreach
  - Program & materials
  - DELAC
  - Title III compliance
- GATE Program
  - GATE Lead Team
  - Site support
  - Parent outreach
  - Website content
- 504 Supervision
- District Nurse supervision/evaluation

**ASSESSMENT**
- STAR
  - Training
  - Supervision of implementation
  - Trouble-shooting
  - Reporting
- MARS
  - Training
  - Supervision of implementation
  - Trouble-shooting
  - Reporting
- Data Management Module
  - Assessment schedule
  - Training
  - Update and adjustments to contents
- SUSD Writing Assessment
  - Assessment schedule
  - Training
  - Update and adjustments to contents
- Developmental Reading Assessment
  - Assessment schedule
  - Training
  - Update and adjustments to contents
- Multiple Intelligences Survey
  - Assessment schedule
  - Training
  - Update and adjustments to contents

**FINANCIAL IMPLICATIONS**
- State categorical budget management
- Federal categorical management
- Instructional material purchasing and monitoring
- Grant development and monitoring
- Ability to utilize existing staff rather than outside sources for professional development requires direction and leadership

**COLLEGIATE IMPLICATIONS**
- Potential shift of current administrative staff across district
- Loss of support for site compliance procedures - SPSA, SARC etc.
- Loss of district leadership for district wide initiatives such as:
  - A Look at Learning
  - GATE
  - Curriculum development
  - District Leadership Team (DLT)
  - Wellness/Emergency prep
  - English Language Development (ELD)
  - Assessment systems (STAR, WA, DRA, MI and data warehouse)
- Loss of private school federal grant liaison,
- Human Resources support (sub, hiring, discipline, layoff etc.)
- Increased supervision and evaluation duties to principals, SEF teachers, District Nurse, Coaches

**COMPLIANCE IMPLICATIONS**
- Consolidated Application
- School Accountability Report Card
- Single Plan for Student Achievement
- Wellness/Emergency Preparedness
  - Comprehensive plan
  - Emergency supplies
  - Training
  - Drills compliance
- 5th Grade Human Growth and Development
- Categorical Program monitoring
- Private School federal grant liaison
## Director of Special Education

**Individualized Education Programs (IEP)**
- Coordinate the scheduling of IEP meetings
- Act as administrator at complicated IEP meetings
- Review all IEPs for compliance with State and Federal regulations and finalize Web-based IEP records

**Management**
- Management of Special Education Department & Staff:
  - Budget of $4,000,000
  - Special Education Staff:
    - Certified: 20
    - Confidential: 1
  - Special Education Students: 223
  - Develop and implement data systems and procedures
  - Provide information and data to district management
- Management of Non Public Agency Services
- Management of COE, SELPA, Inter-district and Non Public School placements
- Manage special education staff hiring process: internal and external interviews and classified transfer process

**Supervision/Evaluation & Teams/Committees**
- Speech Language Pathologists
- Occupational Therapists
- Psychologists
- Behavior Specialist
- Department Secretary

**District Teams/Committees**
- Superintendent Staff Meetings
- Principal/Administrative Team Meetings
- District Leadership Team
- Budget Committee Meetings

**General**
- Provide information concerning Special Education regulations and procedures for Principals and staff
- Advise Superintendent on Special Education issues
- Provides resources and training for district staff
- Organize and provide record reviews, documentation, and submission of data to the CDE (special education reviews, annual reports, disproportionality reports, etc.)
- Work with legal counsel on specific cases including participation in mediation and fair hearing, and responses to requests and complaints
- Program Specialist Duties:
  - Finding special education placements for students for whom we do not have appropriate District options.
  - Represent the Saratoga Union School District at the SELPA and County levels.

### Financial Implications
- Reduces the District’s exposure due to compliance complaints, litigation, and State and Federal sanctions.
- Knowledge of legal requirements, best practice, and district resources supports working with parents through the IEP process to address student’s needs while maintaining fiscal responsibility.
- Knowledge of student and program needs provides background to work with staff to address needs using existing resources or in as cost effective way as possible.

### Collegial Implications
- Principals act as Administrative Designees for all IEP meetings including those in which there is controversy, advocates, and attorneys.
- Increase in personnel for supervision and evaluation.
- Lack of a resource to answer questions, provide direction and investigate legal ramifications.
- Need to address daily questions by special education staff concerning regulations and procedure.
- Need for remaining administration to absorb duties: 2011 Compliance Review, Annual State Reports, monthly County and SELPA Meetings, program specialist duties, oversee budget, private school responsibilities and child find duties, legal correspondence with parents within procedural timelines, collaboration with IGSUJ for students transitioning to High School, and case manage students placed outside the District.

### Compliance Implications
- Provides information and guidance to administration and staff concerning special education regulations and procedures which keep the District in compliance.
- Develops and manages systems to insure compliance with State and Federal regulations.
- Provides current information from legal counsel and SELPA.
- Provides resources and training for district staff.
- Organizes and provides record reviews, documentation, and submission of data to the CDE (special education reviews, annual reports, disproportionality reports, etc.)
- Experience and background in Special Education to support, supervise and evaluate special education specialists.

## Vice Principal – Redwood Middle School

### Student Support
- Organizing, as well as participates in, set up and take down for all special events (i.e. assemblies, lunch programs, parent presentations, after school meetings, SEF Jog-a-thon)
- Oversees all disaster preparedness
- Oversees campus safety
- Oversees site maintenance and custodial needs
- Coordinates use of campus by outside organizations
- Works with district personnel regards facility furniture needs

### Facilities
- Site Coordinator of all district and state testing
- Shares evaluation of certificated personnel
- Administrative designee for 7th grade IEPs
- Sits on the following committees:
  - Site Council
  - Site Leadership Team
  - District Leadership Team
  - Site Technology Committee
  - District Technology Committee
  - District Administrators and Directors Team
  - Faculty Advisory Committee (site level)
  - District Wellness Committee
- Daily supervision of campus before/after school, and at break and lunch
- Administrative supervisor at all school dances
- Organizes teacher duties for the year to ensure campus safety through supervision
- Administrative liaison in team and department meetings as needed
- Coordinates textbook needs for site
- Creates and programs bell schedules for every non-regular school day
- Staff liaison for extracurricular activities

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## Vice Principal – Redwood Middle School

### Student Support
- Student support and discipline for all grade levels includes:
  - Seeing students on a daily basis
  - Dealing with all high level discipline
  - Oversees student attendance and unexcused lates on a regular basis, communicating with parents as needed
  - Enters all discipline in PowerSchool, from conferences with students to suspension.
  - Works with counselors for wrap-around services for all students

### Facilities
- Site Coordinator of all district and state testing
- Shares evaluation of certificated personnel
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- Sits on the following committees:
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