

PERRIS UNION HIGH SCHOOL DISTRICT

Board Approved: March 12, 2025
Salary Schedule: 150; Row: 1

The Governing Board desires to provide a positive work environment where employees and job applicants are assured of equal access and opportunities and are free from harassment in accordance with law. The Board prohibits district employees from discriminating against or harassing any other district employee or job applicant on the basis of the person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation. BP 4030 The Governing Board prohibits sexual harassment of district employees and job applicants. The Board also prohibits retaliatory behavior or action against district employees or other persons who complain, testify or otherwise participate in the complaint process established pursuant to this policy and administrative regulation. BP 4119.11, 4219.11, 4319.11

JOB TITLE: DIRECTOR OF LEARNING SUPPORT SERVICES (State and Federal Programs)

JOB PURPOSE STATEMENT: Under the direction of the Assistant Superintendent of Educational Services, the Director of Learning Support Services (State and Federal Programs) provides leadership and oversight of state and federal programs, categorical funding, grants, career and technical education (CTE), work-based learning (WBL), and college & career readiness initiatives. This role ensures compliance with state and federal regulations, supports effective budget management, and assists in developing programs that increase student achievement, post-secondary readiness, and access to high-quality learning opportunities. The Director also oversees and coordinates the Single Plan for Student Achievement (SPSA), School Accountability Report Card (SARC), Local Control and Accountability Plan (LCAP), Local Educational Agency (LEA) Plan, and categorical budgets, ensuring alignment with district goals and student outcome metrics.

JOB FUNCTIONS:

State and Federal Program Oversight:

- Administer, coordinate, and monitor all state and federal programs, including Title I, Title III, LCAP, LCFF, and Community Schools Grants.
- Provide technical assistance, compliance monitoring, and fiscal oversight for state and federal programs.
- Develop and submit all Consolidated Applications (ConApp), Local Control and Accountability Plan (LCAP), and compliance reports to the California Department of Education (CDE).

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JOB FUNCTIONS (continued):

- Support school sites in developing, implementing, and evaluating Title I programs, categorical funding plans, and interventions.
- Ensure alignment of categorical budgets with LCAP goals and data-driven decision-making.
- Assist sites with categorical program monitoring (CPM) and audits to ensure compliance.

Career & Technical Education (CTE) and Work-Based Learning (WBL):

- Oversee the district's Career Technical Education (CTE) programs to ensure alignment with industry standards, postsecondary pathways, and workforce demands.
- Support Work-Based Learning (WBL) initiatives, including internships, job shadowing, apprenticeships, and employer partnerships.
- Collaborate with local businesses, community organizations, and higher education institutions to expand career pathways.
- Lead and monitor the implementation of Perkins funding, Strong Workforce Grants, and other CTE-related funding sources.
- Ensure equitable access to career pathways, including special populations (EL, SPED, foster youth, etc.).
- Oversee district participation in regional workforce development initiatives.

College & Career Readiness (CCR) and Student Success Programs:

- Oversee AVID implementation, Workability, and other student college & career readiness programs.
- Coordinate dual enrollment, industry certifications, and postsecondary transition support for students.
- Support financial aid, FAFSA/CADAA completion, and college access programs in partnership with school sites.
- Ensure college and career programs align with district graduate profile goals.

JOB FUNCTIONS (continued):

Local Control and Accountability Plan (LCAP) & School Accountability:

- Coordinate the development, submission, and monitoring of the Local Control and Accountability Plan (LCAP) and ensure alignment with district priorities.
- Oversee and support school sites in developing the Single Plan for Student Achievement (SPSA).
- Support the development and submission of the School Accountability Report Card (SARC).
- Align state and federal funding (Title I, LCAP, LCFF, etc.) to support site and district goals.
- Provide ongoing analysis of district and site LCAP goals, using dashboard data, benchmark data, and assessment results.

Budget Development and Grant Management:

- Develop and manage budgets for all categorical programs, ensuring alignment with state, federal, and district priorities.
- Identify, apply for, and oversee state and federal grants (e.g., Perkins, Strong Workforce, Community Schools, CTE Incentive Grants, Title I, Title III, LCAP-funded initiatives, etc.).
- Ensure fiscal compliance with grant requirements and state regulations.
- Collaborate with Fiscal Services to track expenditures, allocations, and reporting deadlines.

Collaboration, Leadership, and Professional Development:

- Provide training and technical assistance to principals, site leaders, and teachers on grant compliance, categorical budgets, assessment data, and program effectiveness.
- Support the development of Professional Learning Communities (PLCs) focused on college & career readiness, instructional strategies, and data-driven decision-making.
- Serve as the district liaison for state and federal agencies, county offices, and workforce development partnerships.

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JOB FUNCTIONS (continued):

- Represent the district at regional, state, and federal meetings related to categorical programs, accountability, and career readiness.

Other Responsibilities

- Maintain accurate records and reports to ensure compliance with all local, state, and federal regulations.
- Stay informed about policy changes, funding opportunities, and best practices in state & federal programs, CTE, WBL, and school accountability.
- Perform other duties as assigned to support district-wide student achievement and program effectiveness.

JOB QUALIFICATIONS:

Knowledge of:

- The California State Academic Content Standards and State frameworks and the ability to effectively develop curriculum programs using the Standards and Frameworks as cornerstone documents;
- California Standards for the Teaching Profession and California
- Professional Standards for Educational Leaders;
- State and local assessment systems;
- Applicable sections of the State Education Code and other applicable laws;
- Curriculum development, materials, and implementation;
- Board policies, administrative regulations, and procedures;
- Educational technology, student information services, data assessment programs;
- Local Control Accountability Plan and LCFF;
- Principles of public community relations;
- Advanced budget preparation, maintenance, and control;
- Excellent oral and written communication skills;

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JOB QUALIFICATIONS (continued):

Knowledge of:

- Principles and practices of administration, supervision, and training;
- Public speaking and professional development training techniques;

Ability To:

- Formulate and develop educational systems, policies, standards and procedures in compliance with a variety of federal, state, and local laws, rules and regulations;
- Supervise and evaluate the performance of assigned personnel;
- Establishes and maintains effective working relationships with staff, students, parents, and community members.
- Design and implement professional development and training programs;
- Effectively resolve conflicts between employee and parent concerns;
- Represent the District at various meetings, conferences, and public events;
- Communicate effectively in English, both orally and in writing, using interpersonal skills that include tact, patience, and courtesy when interacting with others;
- Analyze situations accurately and adopt an effective course of action;
- Interpret and administer statutes, regulations, and policies;
- Work independently with little direction;
- Prepare comprehensive narrative and statistical reports within established deadlines;
- Apply curriculum development, implementation, and evaluation procedures and strategies;

EDUCATION:

- Master's Degree required

EXPERIENCE:

- Five (5) or more years of successful teaching experience, secondary-level preferred.
- Three (3) or more years of successful administrative experience, secondary-level preferred.

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JOB QUALIFICATIONS (continued):

EXPERIENCE:

- Demonstrated expertise in developing and aligning curriculum, assessment, and intervention strategies to meet state and federal program requirements.
- Demonstrated expertise in developing partnerships with businesses, community organizations, and higher education institutions to expand career pathways and postsecondary opportunities.

CREDENTIAL AND LICENSES:

- Valid California Administrative Services Credential
- Valid California Teaching Credential
- Valid California Driver's License

WORKING CONDITIONS:

Environment:

- Professional office environment
- Uses standard office equipment such as computers, phones, tablets
- Demanding timelines
- Subject to driving to a variety of locations to conduct work during the day, evening, and weekend hours
- Subject to frequent interruptions and extensive contact with students, staff, parents, and the community
- Indoor and outdoor environments

Physical Abilities:

- Bending at the waist, kneeling or crouching, and reaching to retrieve and maintain files and records.
- Reaching overhead, above the shoulders and horizontally
- Dexterity of hands and fingers to operate standard office equipment, computer keyboard, and other equipment necessary to complete the required duties

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WORKING CONDITIONS (continued):

Physical Abilities:

- Hearing and speaking to exchange information in person and on the telephone
- Visual ability to read and to prepare/process documents and to monitor various services and personnel
- Sitting and/or sitting for extended periods
- Walking over rough or uneven surfaces
- Climbing and occasional use of stepladders
- Physical activity may be required, which could include moderate lifting

Hazards:

- Extended viewing of computer monitor
- Working with and around office equipment having moving parts
- Ability to respond to emergency calls at night or on the weekend