

ONTARIO-MONTCLAIR SCHOOL DISTRICT

DIRECTOR OF SECONDARY EDUCATION & THE ONTARIO-MONTCLAIR SCHOOLS FOUNDATION (OMSF)

GENERAL PURPOSE

Under the general direction of the Superintendent or designee, the incumbent is responsible for the support and evaluation of secondary site administrators and the administration of programs and strategic direction of the Promise Scholars Program and the Ontario-Montclair Schools Foundation (OMSF). Additional key duties include coordinating Alternative Learning Classroom (ALC), Career Technical Education (CTE) Programs, middle to high school articulation, fundraising, grant writing, fiscal management, marketing, strategic partnership development, and community outreach. OMSD is a learning organization therefore all stakeholders share responsibility to educate all students and employ culturally appropriate and sustaining practices that support student learning.

DISTINGUISHING CHARACTERISTICS

The Director of Secondary Education and the OMSF is responsible for planning, establishing, and maintaining relationships with various organizations throughout the community and region and utilize those relationships to strategically enhance the Promise Scholars' mission and the District in general. This includes ensuring consistent alignment between the values, goals and mission established by the OMSD Board of Trustees and the governing charter of the OMSF that focuses on the unmet needs of all OMSD students and families. The Director of OMSF, Grant Writing and Strategic Partnerships will be the primary administrator to create district-wide programs that promote college, career and job skills readiness for all OMSD students.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment function.

1. Middle School Support Responsibilities:

- Prepare management and program evaluation reports as required. Specifically, evaluate and support secondary site administrators.
- Collaborate with school staff and Learning & Teaching Division to coordinate activities, provide training, and assist schools in aligning instructional activities with curriculum requirements.
- Serve as a resource to assigned secondary schools, aiding in improving student performance.
- Provide consultation and technical assistance to school personnel and parents on instructional programs, standards, and educational practices.
- Coach and support secondary schools in implementing equity-based, Multi-tiered System of Supports (MTSS).
- Deliver oral presentations and training on educational practices, curriculum standards, and instructional strategies.
- Serve as a liaison, coordinating communications and information related to assigned responsibilities between district divisions, County Office, administrators, and outside organizations.
- Establish and maintain partnerships to support school services.

- Use student assessment data to analyze performance and effectiveness of instructional programs.
 - Prepare records and reports related to programs, budgets, partnerships, meetings, student attendance and assigned activities.
 - Supervise Learning & Teaching staff to support student performance.
 - Provide site support during crises at individual and school levels.
 - Plan, organize, and implement special projects and programs, including training and resource development.
 - Contribute to district budget planning, including Local Control & Accountability Plan (LCAP) planning.
 - Perform other assigned duties as needed.
2. Board Governance: Works with and develops the Ontario-Montclair Schools Foundation Board in order to fulfill the organization's charter purpose "to secure and distribute contributions from individuals, estates, government, corporations, foundations, and any other source for the educational benefit of Ontario-Montclair School District school students" and the mission of Promise Scholars to increase college access and success. Responsible for leading in a manner that supports and guides the organization's mission including coordinating with the Chaffey Joint Union High School District and building the capacity of the Board to serve as volunteers in their governance role. Communicates effectively with the Foundation Board and providing, in a timely and accurate manner, all information necessary for the Foundation Board to function properly and to make informed decisions.
3. Financial Performance and Viability: Develops resources sufficient to ensure the financial health of the Foundation and other District programs. Responsible for fiscal management that operates within the approved budget, ensures maximum resource utilization, ensuring all records are maintained and filed for tax and audit purposes, and maintenance of the organization in a positive financial position including the establishment of an endowment. Researches statistical information related to demographics; gathers, analyzes, and interprets statistical data; and develops reports, summaries, presentations, documents, and other types of information for resource development.
4. Organization Mission and Strategy: Works with the Foundation Board and staff to ensure that the mission is fulfilled through programs, development of strategic partnerships, and community outreach. Leads a culture and expectation for Board engagement to further the mission of the OMSF Charter. Responsible for high quality implementation of Promise Scholars programming and planning for sustainability to ensure that Promise Scholars can successfully fulfill its mission into the future. Responsible for the enhancement of Promise Scholars' image by being active and visible in the community and by working closely with other educational institutions, businesses, local government, civic, and nonprofit organizations.

5. **Organization Operations:** Oversees and implements appropriate resources to ensure that the operations of the organization are effective. Responsible for efficient administration of all aspects of operations, including the hiring, retention, and training of competent, qualified staff, and recruitment and placement of approximately 300 volunteers annually. Supervises a team of staff members who serve approximately 20,000 students and 1,000 parents per year.
6. **Strategic Partners:** Leads the proactive initiation and development of strategic partnerships with philanthropic, non-profit, and the business community to provide additional services for the OMSD and OMSF offerings.
7. **Promise Scholar Field Trip Coordination:** Lead the collaboration with teachers, administrators, and external partners to design organizing and coordinate the annual field trips for Promise Scholars, integrate educational content, foster a positive and inclusive environment, ensure a memorable and educational experience for all participants. Manage all logistical aspects of the field trips, including transportation, accommodations, meals, and scheduling of activities. Maintain clear and consistent communication with administrators, external vendors, teachers, families, and students regarding field trip logistics, expectations, and required forms.
8. **Coordinate Alternative Learning Classroom:** Collaborate with school site administrators to align the curriculum and educational goals of the Alternative Learning Classroom with the overall objectives of the school and address any challenges or concerns. Collaborate with administrators to identify professional development opportunities for staff within the Alternative Learning Classroom.
9. **Coordinate and Enhance Career Technical Education (CTE) Programs:** Collaborate with teachers, administrators, and industry partners to develop, implement, and oversee a multiyear sequence of courses that integrates core academic knowledge with technical and occupational skills. Ensure that CTE programs provide students with a clear pathway to postsecondary education and successful entry into careers. Work closely with educators to develop and refine CTE curriculum, ensuring it aligns with industry demands and standards.
10. **Middle School to High School Credit Program and Articulation:** Develop, execute, and oversee the High School Credit Program tailored for OMSD students, allowing them to earn graduation credits upon entry into the Chaffey Joint Union High School District. Work in coordination with middle school principals and the Learning and Teaching department to monitor the effective implementation of the program. Prepare reports and presentations to analyze data related to student performance, attendance, and other relevant metrics to assess the effectiveness of the articulation process. Cultivate transparent communication with parents and families, supplying information about the articulation process, addressing concerns, and actively promoting their engagement in supporting their child's seamless transition and participation in the High School Credit Program.

11. **Grant Writing:** For the sole purpose of grants that impact District-wide or OMSF functions. Completes needs assessment to identify specific types of grants to pursue based on vision and mission of district. Coordinates grant processes (e.g. evaluations, budget, finance, reports, etc.) for the purpose of ensuring compliance with the district, state, federal and other funder guidelines. Develops forms, processes, procedures, and policies for the purpose of implementing a consistent grant application methodology. Develops grant applications and related documents (e.g. required reports, budgets, specific inquiries, etc.) for the purpose of submitting highly effective grant applications to the appropriate funding agency. Evaluates degree of match between listed grant priority areas and the needs of the District for the purpose of matching needs with funding sources. Monitors proposals and funding application requirements (e.g. presentation, number of copies and binding, content, delivery method and labeling, deadlines, eligibility for grant, etc.) for the purpose of utilizing time and resources to maximize successful awarding of grant funds.

QUALIFICATION

Knowledge of:

1. Principles used to develop nonprofit boards, fundraising methods, program evaluation techniques, and research methodology.
2. Evidence-based student achievement support strategies.
3. Grant development activities, grant policies, and state, federal and private funding sources, educational systems, unique needs of student sub-populations, and research-based programming models.

Ability to:

1. Plan, organize, coordinate, and implement the educational services, training activities, instructional resources and support functions of an assigned subject areas or instruction related programs to enhance student learning and achievement.
2. Direct assessments, design reports, surveys and other types of instruments to develop and analyze data to create program-wide goals with well-defined objectives.
3. Act as a professional advisor to the Foundation Board on all aspects of the organization's activities and provide support by preparing meeting agendas and supporting materials, and conduct official correspondence of the organization, and jointly, with designated officers, execute legal documents.
4. Establish sound working relationships and cooperative arrangements with strategic partners while representing the intent and point of view of the OMSF to public agencies, third party, non-profit, philanthropic organizations, the business community and the general public.
5. Explore career and college pathways for all OMSD students that promote a broad range of expository and prerequisite experiences related to job skills and career technical education (CTE) curricula prior to entering high school.

6. Oversee the development and implementation of all communication vehicles, including emails, newsletters, social media, websites, letters, brochures and reports in order to ensure that materials are high quality and reflect the Promise Scholars' brand.
7. Coordinate, plan, and provide professional development for staff on fund development and program design.
8. Lead, support and/or consult District staff regarding grants to support all District programs and services within the OMSF and OMSD.
9. Establish and maintain effective working relationships with teachers, administrators, representatives of other public and private agencies and others encountered in the course of work.
10. Set appropriate priorities, supervise staff and volunteers, manage multiple projects, establish and meet time lines, exercise sound judgment, and work independently.

Education, Training and Experience:

Bachelor's degree with a major pertinent to the position requirements or course work in education. A minimum of 4 years' experience in a relevant role, with secondary school leadership experience, middle school level preferred. Substantial knowledge of the region's higher education systems, as well as local government, businesses and philanthropic community.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person, in meetings and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. The employee is frequently required to walk and stand. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive deadlines and interact with administrators, faculty, parents, students, representatives of other public and private agencies and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under typical office conditions, and the noise level is usually quiet.

Board Approved: February 15, 2024