

\REDLANDS UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Director of Special Projects

QUALIFICATIONS

CREDENTIAL:	<u>Required</u>	Appropriate California Credential
EDUCATION:	<u>Required</u>	M.A. or M.S., site, or program administrative experience
EXPERIENCE:	<u>Required</u>	Three or more years of successful teaching experience; a minimum of three years of successful administrative experience, site or program level; demonstrated knowledge and experience of Multilingual Education (ME), English Learner curriculum, Family Engagement, and instructional practices.
	<u>Desired</u>	Three or more years of experience as a principal. Five or more years of work with ME populations and/or coordination of ME programs.

PERSONAL QUALIFICATIONS:

Character, personality, and proper social ability to relate effectively with racially and ethnically diverse staff, students, and community. Demonstrated ability to work cooperatively with parents and a wide variety of community groups and organizations. Bilingual desired.

BRIEF DESCRIPTION OF POSITION

Under the direction and supervision of the Assistant Superintendent of Educational Services, the Director of Special Projects is responsible for the planning, development, and implementation of the policies, regulations, guidelines, and procedures pertaining to district, federal, and state programs; monitors services offered by the District and assures compliance; supervises and evaluates the performance of assigned staff; and serves as a resource to district personnel pertaining to state and federal programs. Will serve as a lead liaison between schools, families, and the community; will educate teachers and the staff on communicating effectively and working together with families as equal partners; will advise and train families on how to become better advocates for their children's education; will conduct home visits to assist and support parents and families in understanding the educational process; will provide information on services available to eligible students and families; will coordinate and convey information regarding school and/or district activities and procedures; will refer families to other agencies as needed.

DUTIES AND RESPONSIBILITIES

As assessed by the Assistant Superintendent, Educational Services, the duties and responsibilities of the Director of Special Projects will be as follows:

1. Assists in developing and implementing state and federally funded English Learner and Categorical programs in accordance with local, state, and federal regulations.
2. Assists sites in developing and monitoring their Single Plan for Student Achievement (SPSA).

3. Continuously stays informed of and complies with state, district, and school regulations and policies regarding EL instruction, Multilingual and Family Engagement programs, progress monitoring, and reclassification.
4. Assists in the coordination, implementation, and evaluation of EL programs, pupil placement, achievement, and reclassification criteria and monitoring.
5. Assists schools with the procedures and requirements for Multilingual and Family Engagement programs; i.e., regulations, guidelines, and compliance.
6. Assists in creating and updating the District's Master Plan for Multilingual and Family Engagement.
7. Assists with the annual administration of the English Learner Proficiency Assessments for California (ELPAC), including initial assessments for incoming EL students.
8. Assists with the development of site plans and preparation for program reviews.
9. Plans and conducts District Advisory Committees and councils including District English Learner Advisory Committee (DELAC) meetings, District African American Parent Advisory Council meetings (DAAPAC), and LCAP Advisory groups.
10. Assists with coordination of purchases and development of appropriate materials for use in K-12 programs to align with the State Standards.
11. In coordination with the Educational Services department, assists with the development of curriculum, staff development, assessments, and interventions for Multilingual Learners.
12. Provides leadership and support for research-based model Multilingual Learners instructional practices.
13. Develops and implements plans to fulfill the requirements of support for Multilingual Learners needing support in academic content areas.
14. Interprets student performance data and implements appropriate support structures.
15. Directly supports dual language programs and actively promotes the Seal of Biliteracy for applicable students.
16. Communicates and confers effectively both orally and in written form with students, parents, families, colleagues, and administration.
17. Maintains and cultivates the external and internal image of the district, its divisions, and its schools.
18. Prepares clear and concise state and federal reports and mandates for sites and the District; i.e., budgets, FPM, Title I, and Title III.
19. Assists in the development of baseline data and the establishment of goals for the district programs.
20. Provides articulation between Categorical, LCAP, ME, Special Education, and regular education programs.

21. Monitors all district and site budgets, including funds of assigned programs.
22. Cultivates meaningful and robust partnerships with parents, families, and the greater community.
23. Coordinates and creates opportunities for families to develop the skills needed to function effectively in a working relationship between home, school, and the community throughout the year.
24. Assists administration, students, staff, teachers, families, and community members in establishing and implementing effective family/community programs.
25. Develops curriculum to provide training opportunities for families and staff.
26. Visits families in their homes and attends multiple family engagement functions; including those conducted on weekends and at night.
27. Coordinates schedule of district-wide activities and articulates the needs of families.
28. Coordinates family trainings and workshops and prepares a calendar for distribution on a monthly basis in advance of activities.
29. Identifies at-risk students/families; organizes various activities to support at-risk students/families (e.g., meetings, appointments with other agencies, parenting classes/workshops, etc.).
30. Participates in various meetings and District Advisory Councils, as well as Title I and other relevant educational conferences, as may be required.
31. Assists in coordinating, communicating, and networking with community leaders and organizations.
32. Refers students and their families to outside agencies (e.g., state agencies, medical professionals, counselors, foundations, charities, etc.) as needed.
33. Coordinates and supports the districts arts education efforts to ensure compliance with funding guidelines.
34. District oversight and support to school site administrators and staff in Visual and Performing Arts (VAPA) and Art and Music in Schools (AMS) initiatives.
35. Supervises and evaluates personnel as assigned by the Assistant Superintendent of Educational Services.
36. Compiles student/family information including collecting data about program effectiveness.
37. Assists with the management of informal and formal parent complaints.
38. Performs other duties as assigned by the supervisor.