

MANAGEMENT JOB DESCRIPTION

**EXECUTIVE DIRECTOR OF STUDENT, FAMILY, COMMUNITY,
AND INSTRUCTION SERVICES AND SUPPORT**

JOB SUMMARY:

Under the administrative direction of the Superintendent, coordinates all early intervention, student health, physical education, student/school safety, intergenerational, adult education, family literacy, and extended-day programs and services for students, families, and the community, assuming full compliance with federal and state laws. Provides direct support to target schools. Serves as Cabinet member and Superintendent designee.

ESSENTIAL JOB FUNCTIONS:

- Provides coaching, support, and professional development to principals, teachers, and staff.
- Oversees Gifted and Talented Program services, including parent meetings, school plans, and budgets.
- Oversees Uniform Complaints, report of calls, discipline issues, and reporting custody issues.
- Oversees the development and preparation of budgets for all student, family, and community services programs; analyzes and reviews budget and financial data; controls and authorizes expenditures in accordance with established policies; directs the implementation of a financial plan and process for funding support services; and facilitates planning and staff allocation.
- Provides leadership in the review of existing and pending legislation related to student, family, and community services and special project guidelines and District policies; and recommends origination, modification, or support of legislative measures.
- Plans, organizes, and implements long- and short-term projects focused on early childhood education.
- Oversees the preparation and maintenance of a variety of statistical and narrative reports, records, and files for student, family, and community services functions and staff to ensure reporting requirements are met for federal and state agencies, District officials, and the Board of Education.
- Serves as liaison and communicates with District administrators, governmental and regional agencies, other organizations, and state and county to coordinate activities and programs, resolve issues and conflicts, and exchange information.
- Oversees policies and procedures to ensure effective and efficient management controls among student, family, and community services administrators.
- Oversees the Chula Vista Collaborative and Family Resource Centers.
- Serves as departmental resource for current research and trends related to student, family, and community services programs; and responds to staff, parent, community, and media questions on related issues.
- Oversees development of training materials, manuals, information bulletins, and other materials; and directs the preparation of funding applications for new and existing grants, other funding sources, and for reimbursement requests ensuring compliance with funding requirements as appropriate.

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- Oversees and supervises professional development for all student, family, and community services programs, including target populations: foster, military, transitional kindergarten, and preschool.
- Oversees Health Services and nurses.
- Performs other duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- **Applicable Credentials**
Standard Elementary, Multiple Subject, CLAD, Specialist credentials (e.g. Ryan), Tier I Administrative Credential.
- **Training and Experience**
Advanced degree in appropriate field (M.S. or Ed.D.). Five years of progressively responsible experience in education administration including serving as site principal. Experience in managing state programs and/or grants preferred. Evidence of highly successful teaching experience.

Management Salary Schedule: Range
BOARD APPROVED: 05/31/05
REVISION DATES: 07/24/07
07/13/16