PERRIS UNION HIGH SCHOOL DISTRICT

Board Approved: April 8, 2026
Revised: August 12, 2026
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 EDUCATIONAL SERVICES

JOB PURPOSE STATEMENT: Under the direction of the Assistant Superintendent of Educational Services, the Director of Educational Services is responsible for the development, implementation, coordination, and evaluation of districtwide secondary student programs, including attendance improvement systems, online learning opportunities, student re-engagement initiatives, credit attainment programs, and alternative learning environments. The Director provides leadership to ensure consistent systems, improved student engagement, and alignment of programs to support student success across all secondary school sites.

JOB FUNCTIONS:

1. Attendance, Engagement & Educational Systems

- Lead the development and implementation of districtwide attendance recovery, student re-engagement, and educational pathway strategies designed to improve student participation, credit attainment, and graduation outcomes.
- Oversee systems such as Short-Term Independent Study, attendance recovery programs, re-engagement strategies, online learning opportunities, credit recovery initiatives, and educational pathway programs.
- Collaborate with site administrators to monitor attendance data, identify trends, and implement timely interventions, that support student engagement, academic progress, and graduation attainment.
- Support school sites in implementing intervention strategies and educational pathway options that promote student persistence, credit recovery, and successful graduation.
- Develop and coordinate educational pathway opportunities that provide flexible options for students to remain engaged, recover credits, improve attendance, and successfully meet graduation requirements.

2. Alternative Education & Program Oversight

- Oversee and support non-traditional programs, including online learning, continuation education, independent study, credit recovery, attendance recovery, and other flexible learning opportunities designed to meet diverse student needs.
- Ensure programs are aligned to student needs, district priorities, and state requirements.
- Coordinate access, placement, and transitions between comprehensive and educational pathway programs and learning environments.

3. Certificated Leadership & System Coordination

- Provide leadership, supervision, and evaluation of assigned certificated staff and programs.
- Provide leadership and support to site administrators in the implementation of educational pathway programs, student engagement initiatives, attendance recovery efforts, and intervention systems.
- Ensure alignment, consistency, and fidelity of implementation of educational pathway programs and services across school sites.
- Facilitate collaboration across departments to support student outcomes.
- Coordinate cross-functional teams and initiatives involving Educational Services, Technology, and school site administration to support student success.
- Provide leadership in identifying barriers to student engagement, attendance, credit attainment, and graduation, and collaborate with stakeholders to develop and implement solutions.

4. Program Development, Compliance, and Evaluation

- Develop, implement, and evaluate programs and services to improve student outcomes.
- Ensure compliance with applicable state and federal laws, regulations, and district policies.
- Collect, analyze, and utilize programmatic, attendance, engagement, credit attainment, graduation, and student outcome data to assess program effectiveness, identify trends, develop actionable recommendations, and guide continuous improvement efforts.
- Prepare reports and presentations for district leadership and the Board as needed.
- Develop, administer, and monitor assigned program budgets; ensure effective resource allocation, fiscal accountability, and alignment of expenditures with district goals and priorities.
- Monitor grant-funded and categorical programs as assigned to ensure compliance, fiscal accountability, and intended program outcomes.

5. Collaboration & Communication

- Work collaboratively with district departments, school sites, families, and community partners.
- Communicate effectively with stakeholders regarding program expectations, changes, and outcomes.
- Support districtwide initiatives aligned to the Local Control and Accountability Plan (LCAP).
- Plan, coordinate, and facilitate professional learning opportunities for administrators, teachers, counselors, and support staff related to attendance recovery, student engagement, online learning, other flexible learning opportunities, and intervention strategies.
- Provide technical assistance, coaching, and support to site and district personnel to ensure effective implementation of programs, services, and district initiatives.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Secondary school systems and structures
- Attendance laws, policies, and intervention strategies
- Alternative education models and programs
- Multi-tiered systems of support (MTSS)
- State and federal education requirements
- Data analysis and program evaluation

Ability to:

- Lead and manage districtwide initiatives
- Analyze data and implement effective solutions
- Communicate effectively both orally and in writing
- Build collaborative relationships across departments and sites
- Supervise and evaluate staff
- Plan, organize, and prioritize complex work

WORKING CONDITIONS:

Environment:

- Office/school campus
- Subject to frequent interruptions
- Subject to driving a district vehicle

Hazards:

- Exposure to aggressive or uncooperative behaviors

PHYSICAL ABILITIES:

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to communicate and obtain information in English
- Able to sit (for sustained period of time), stand, stoop, kneel, bend, lift (25 pounds), carry (25 pounds), and walk
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to operate office machines and equipment in a safe and effective manner

JOB QUALIFICATIONS:

Education:

- Master's degree from an accredited college or university (Doctorate preferred).
- Minimum of five (5) years of successful teaching experience at the secondary level.

Experience:

- Minimum of five (5) years of site or district-level administrative experience.
- Experience in attendance systems, alternative education, or student support programs preferred.

Licenses, Certifications, Bonding, and/or Testing:

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