

Escondido Union High School District Job Description

Job Title: Director, Special Programs & Staff Development
Employee Unit: Management
FLSA Status: Exempt
Salary Level: Range 35 (225 days)
Approved By: Board of Trustees
Approved Date: 08/17/99

SUMMARY

Identifies, researches and applies for appropriate available grant funding and oversees the district's English Language Learners program.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Provides consultation to schools regarding appropriate development of summer school and extended program learning opportunities.

Locates and identifies grants that are available.

Determines requirements of available grants.

Develops and maintains database of available grants and other resources.

Analyzes district's educational priorities and matches those priorities to available grants.

Recommends to the Assistant Superintendent that a specific grant be applied for.

Writes appropriate grants.

Examines elements of Consolidated Compliance Review to assure district adherence.

Annually reviews bilingual education program and recommends changes to align with state and federal requirements.

Facilitates curriculum and assessment changes and provides leadership in the development of long range plans for district English Language Learners programs.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Completion of fifth year college or university program sufficient to earn administrative credential.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Ability to fluently speak, understand, read and write Spanish and English.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and mathematical statistical inference. Ability to apply concepts such as percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid California Administrative Services Credential.

OTHER SKILLS AND ABILITIES Working knowledge of Microsoft computer applications, including Microsoft Word, Excel, GroupWise.

Teaching and/or counseling experience in a secondary education environment.

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

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to stand and walk. The employee is occasionally required to reach with hands and arms. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

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

The noise level in the work environment is usually moderate.

COMMENTS

The individual assigned to this position must demonstrate a commitment to enhancing the fiscal resources of the district to provide more and better opportunities for students. Must present a professional appearance and exhibit a willingness to actively and aggressively seek out available funding resources. Must understand and subscribe to the educational philosophies and priorities of the district and write grants that are compatible to those philosophies and priorities.