



**Temporary: SY 2021-22**  
**Director of Special Programs**  
**CERTIFICATED MANAGEMENT**

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**BASIC FUNCTION:**

Under the general direction of the Superintendent, prepares, plans, and implements programs and initiatives and monitors their progress to completion. Follows the directives of the District; works collaboratively to lead and nurture all staff and communicates effectively with parents, members of the community, and colleagues in other districts and schools.

**DISTINGUISHING CHARACTERISTICS:**

The Director of Special Programs oversees aspects of the district's instructional program, school environment and the operational / fiscal health of schools. Inherent in the position are the responsibilities for developing and supporting the district's vision, planning, curriculum development, program evaluation, extracurricular activities, personnel management, financial management, emergency procedures, resource scheduling, facilities operations, and leads different initiatives. Responsible to manage the daily operations of programs such as: School of the Arts (CoSA), and Career Technical Education (CTE). Job responsibilities are not limited to the following examples of duties and functions. This position requires substantial background in some combination of: arts; National Core Arts Standards; professional development; arts integration; data analysis; and knowledge of past DoDEA grant efforts.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

- Develops an effective plan of action for running district programs and initiatives from inception to completion.
- Provides excellent customer service to all stakeholders, responding to phone calls, emails, letters, and other communications in a professional and timely manner.
- Provides support and leadership in the Adult Education program.
- Overlooks and maintains schools' accreditation and may coordinate activities within schools.
- Manages daily operations that support and implement current and new program objectives.
- Provides support for a variety of administrative functions to personnel such as the Assistant Principals, Principals, and department chairs for the purpose of managing site and district activities, goals, programs, and objectives.
- Leads the design, implementation, and evaluation of educational programs that promote and support the goals of grants.
- Supports district departments on different initiatives and responsibilities.
- Ensures instructional programs: engage learners in tasks that require analytical and critical thinking, questioning the known, problem solving and creativity; address the range of skills and developmental needs found in the classroom; encourage students to define individual goals and accept responsibility for learning; and provide a variety of methods for students to demonstrate performance and achievement.



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- Supports establishing the master schedule for instructional programs, ensuring sequential learning experiences for students consistent with the school's philosophy, mission statement and instructional goals.
- Provides and supervises in a fair and consistent manner effective discipline and attendance systems with high standards, consistent with the philosophy, values, and mission of the school and district, in accordance with due process and other laws and regulations; ensures a safe, orderly environment that encourages students to take responsibility for behavior and creates high morale among staff and students.
- Incorporates procedures for the early identification of potentially disruptive students and the conditions that create or enhance unacceptable behavior (e.g., bullying); implements programs to address such conditions; and maintains all required reports regarding violence, vandalism, attendance and discipline matters.
- Establishes a professional rapport with students and with staff; displays the highest ethical and professional behavior and standards when working with students, parents, school personnel, and agencies associated with the school; demonstrates the importance and relevance of learning.
- Supervises and ensures timely evaluation of all personnel, establishes clear expectations for roles, responsibilities, and performance to ensure that all job responsibilities are met.
- Supports instructional programs of the district's schools.
- Provides and leads opportunities for effective staff development that address the needs of the staff and instructional program, including workshops, conferences, visitations, and sessions in which the staff shares successful practices and strategies.
- Conducts meetings as necessary for the proper functioning of schools. Organizes and supervises assembly programs and comprehensive extra-curricular programs.
- Develops and recommends to the Superintendent a budget for the school; implements Human Resources policies and practices.
- Implements procedures that create and maintain attractive, organized, functional, healthy, clean, and safe facilities, with proper attention to the visual, acoustic, and thermal environments.
- Maintains visibility with students, staff, parents, and the community; attends school and community functions; organizes and maintains effective communication and public relations that consistently celebrates and informs parents and community of the accomplishments of students and staff; communicates regularly with parents, community and all stakeholders seeking their support and advice, creates a cooperative relationship to support CUSD.
- Uses effective presentation skills when addressing students, staff, parents, and the community; uses excellent written and oral English skills when communicating with students, parents, and colleagues.
- Completes in a timely fashion all records and reports as required by law and regulation or requested by the Superintendent.



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- Monitors procedures for identifying and addressing special needs of students including health related concerns, and physical, emotional, and learning disabilities, coordinating the resources of the school and community to assist the student and family.
- Performs any duties that are within the scope of employment and certifications, as assigned by the Superintendent and not otherwise prohibited by law or regulation.

**OTHER DUTIES:**

Perform duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Ability to plan and organize special events and activities to enhance public relations.
- Manage budgets, assist with hiring of personnel, and assist with evaluation reporting.
- Analyze situations accurately and take effective action.
- Varied instructional strategies, how to support the needs of diverse learners, delivery methods, assessment, and staff development techniques for improvement of instruction;
- Developing, implementing, monitoring and evaluating effective: curriculum and assessment; discipline; and supervision/safety plans.
- High student physical, emotional, and intellectual development;
- Effective behavior management techniques;
- State-of-the-art theories, techniques and methodologies of instruction, school operation, and accounting;
- Excellent oral and written communication skills;
- Strong decision-making, analytical and organizational skills;
- Effective strategies to work with students and staff with diverse needs;
- Principles and practices of administration, supervision and training;
- Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

- Promote and follow Board and Administrative policies, and building and department procedures;
- Communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds;
- Recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator;
- Analyze situations accurately and adopt an effective course of action;
- Effectively present information and respond to questions from parents, administrators, community stakeholders, etc.;
- Define problems, collect data, establish facts, and draw valid conclusions;



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- Establish and maintain positive relationships with students, school personnel, parents, vendors, peers and other stakeholders;
- Supervise the use of funds;
- Use tact, patience and courtesy when dealing with others;
- Understand and be sensitive to those of culturally and linguistically diverse backgrounds;
- Qualify for a Standard First Aid and CPR certificate;
- Work independently with little direction;
- Plan and organize work to meet schedules and time lines;
- Maintain a variety of reports and files related to assigned activities;
- Communicate effectively both orally and in writing;
- Interpret, apply and explain rules, regulations, policies and procedures;
- Establish and maintain cooperative and effective working relationships with others;
- Operate a computer and assigned software.

**EDUCATION AND EXPERIENCE:**

- Master's degree from an accredited college or university
- Minimum of five years of teaching experience.
- School administrative experience is highly desirable.
- Bachelor's Degree with a major in English, Journalism, or a closely related field is highly desirable.
- Experience managing/leading Arts Programs, and fundraising.

**LICENSES AND OTHER REQUIREMENTS:**

- Valid K-12 California teaching or counseling credential;
- Valid California Administrative Services credential;
- Valid California Driver's License and available private transportation.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

- The job is performed under minimal temperature variations with frequent interruptions and a general hazard free environment, including classroom environment, office environment, outside and community locations.

**PHYSICAL DEMANDS:**

- Hearing and speaking to exchange information (in person and on the telephone);
- Communicate so others will clearly understand normal conversations and group presentations;
- Seeing to read and write reports;
- Sitting, standing or circulating for extended periods of time;



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- Dexterity of hands and fingers to operate a computer keyboard and other office equipment;
- Kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to (retrieve and store files and supplies);
- Lifting light objects and ability to lift/carry/push pull up to 25 lbs. on a regular basis and up to 40 lbs. occasionally.