CHICO UNIFIED SCHOOL DISTRICT

DIRECTOR, SPECIAL PROGRAMS AND PROFESSIONAL DEVELOPMENT

DEFINITION
Under professional direction, to coordinate the planning, organization, and management of the District special programs and professional development projects, including the planning and presenting of grant funding and resource acquisition; to plan, organize, coordinate, and supervise the special program and professional development project budget forecasting and development, and in implementing expenditure control systems; to organize, coordinate and supervise research and development activities, including student achievement, special program compliance and project quality assurance, and alternative remediation programs; to actively participate, coordinate and provide leadership in the District school-wide master planning activities; and to perform other related functions as directed.

DISTINGUISHING CHARACTERISTICS
This position classification requires subject matter expertise commonly taught in public schools, alternative pupil remediation programs, professional development, and special project curriculum and instruction development and implementation strategies. Directly related special program and professional development administrative experience is necessary to assure success in the District special program and project leadership role. The job requires the ability to analyze Federal and State project issues and concerns, and offer alternative problem solutions. Decisions are made by the incumbent that have a critical impact on the goals, organization and administration of the special project programs and services of the organization. The position classification has supervisory and management responsibility for planning, assigning, reviewing, and evaluating the quality and quantity of work of professional, technical and clerical employees. Frequently meets with teachers, school administrators, ancillary staff, administrative personnel, and community members and public agencies to influence, motivate and monitor the result objectives of the special program and project operation. This is a position classification that performs light work, but does require walking and standing for extended periods. The job also requires the accurate distinguishing of sound, near and far vision, depth perception, handling and working with educational materials and objects, and providing and receiving oral information and direction.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

ESSENTIAL DUTIES
- Plans, organizes, coordinates, and supervises the conduct of need assessment and service inquiries in establishing and implementing special programs and professional development services.
- Provides expertise in identifying, formulating, and implementing the District adult education goals and objectives in compliance with District, County, State and Federal legal mandates and guidelines.
Supervises the allocation of special program and professional development human and monetary resources to maximize student growth and achievement.
• Plans, organizes, develops, coordinates and conducts a variety of professional development, diversity awareness and various special in-service training programs.
• Establishes communication feedback systems and processes for monitoring and auditing the special project program functions and activities.
• Reviews, monitors, supervises and evaluates the performance of special project instructional and non-instructional personnel.
• Plans, coordinates, organizes, and manages the preparation of the consolidated application for categorical funding, and monitors the specially funded projects to ensure compliance with County, State or Federal guidelines and requirements.
• Provides leadership, support, and guidance to members of the District advisory committees and groups, and community public and private children service groups.
• Plans, organizes, and directs research and development activities, including action research and the projecting, planning, and forecasting of student program functions, and activities.
• Plans and organizes the special program and professional development record management system, and prepares a variety of management reports.
• Negotiates, develops and recommends the approval of special program and professional development outside service contracts.
• Identifies, seeks out special funding, and plans, organizes, develops and coordinates grant application proposals.
• Provides advice and counsel to District and members of educational community concerning special project programs and services, program and project participation eligibility, school-wide planning activities, and other matters related to the District special programs and services.
• Plans, organizes, and coordinates feasibility planning in determining procedures and guidelines that effectively resolve operational conflicts, and assist in community coalition building processes.
• Assists in the development, implementation, interpretation, and administration of policies, rules and regulations, and negotiated service and employee agreements.

QUALIFICATIONS
Knowledge of:
• Principles, practices, trends, goals, and objectives of public education;
• Philosophical, educational, fiscal, and legal aspects affecting special programs and professional development projects and services.
• Organization, management, planning, and evaluation strategies, techniques, and procedures;
• Special program and professional development service design and delivery systems, including audit and evaluation processes to determine program and service effectiveness;
• Funding source proposal and grant application and acquisition procedures.
• Research and development strategies, processes, and techniques;
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• Human relationships, conflict resolution strategies and procedures, and team management building methods and techniques.

Ability to:

• Plan, organize, coordinate, and direct the District special programs and professional development projects.
• Plan, organize, develop, and implement budget planning, and expenditure control processes and procedures;
• Evaluate and analyze complex problems, issues, and concerns, recommend appropriate alternative solutions, and make effective and timely decisions;
• Communicate effectively in oral and written English, and a second language as required by the assignment;
• Establish and maintain cooperative organizational, public, and educational community relationships.

EXPERIENCE AND EDUCATION

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

Experience:

Five years of public school teaching experience, and three years of experience in an administrative position performing special project and program supervision, and the completion of an administrative training program.

Education:

Completion of a Master of Arts or higher degree in administration and supervision, curriculum and instruction supervision, or closely related fields.

Certification Requirement

Possession of a valid California credential authorizing service as an elementary and secondary administrator.

License Requirement

Possession of a valid California Motor Vehicle Operator's License.

Condition of Employment

Insurability by the District's liability insurance carrier.