

## **MANAGEMENT JOB DESCRIPTION**

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# **SENIOR DIRECTOR OF STUDENT, FAMILY, COMMUNITY, AND INSTRUCTION SERVICE AND SUPPORT**

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### **JOB SUMMARY:**

Under the administrative direction of the Area Assistant Superintendent, coordinates, 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 coaching Principals to improve instructional practices.

### **ESSENTIAL JOB FUNCTIONS:**

- Provides coaching, support, and professional development to principals, teachers, and staff.
- Oversees the development 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.
- Plans, organizes, and implements long- and short-term projects with focused improvement of instructional practices.
- Oversees the preparation and maintenance of a variety of statistical and narrative reports, records, 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.
- Oversees and supervises professional development for all student, family, and community services programs.
- 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.

*Cabinet Management Salary Schedule*  
BOARD APPROVED: 03/09/22  
REVISION DATES: 09/13/23