

**COMPTON UNIFIED SCHOOL DISTRICT**  
**HUMAN RESOURCES AND EMPLOYEE DEVELOPMENT**

**POSITION DESCRIPTION**

Title:	Senior Director – Special Projects	Reports To:	Deputy Superintendent Educational Support Services
Department:	Office of English Language Learners	Classification:	Management
FLSA:	Exempt	Work Year	Twelve (12) Months
		Salary:	Schedule P, Range 18

**I. DESCRIPTION OF POSITION**

Under the direction of the Deputy Superintendent, Educational Support Services, the Senior Director of Special Projects supervises, plans, coordinates and administers district-wide categorically funded programs for students to ensure conformity and compliance with state, federal and district law, regulations, policies and procedures, while providing support programs for the core curriculum program.

**II. MAJOR DUTIES AND RESPONSIBILITIES**

- A. Directs, supervises and evaluates district staff who are responsible for the operation of the following support areas: Title 1, Title IV (Safe and Drug Free Schools and Communities), Title VI, Title VII, SCE and AB-65, desegregation and non-public schools' programs.
- B. Assists departments and school sites in the identification of student needs and in the development and implementation of staff goals and objectives to meet these needs, and provides training for and implements a needs assessment process.
- C. Provides school site personnel with effective and current promising practices as examples of programs that may be replicated, and creates and maintains a district data bank of effective programs.
- D. Coordinates, supervises, monitors and evaluates the implementation of support programs.
- E. Interprets support program guidelines to all staff to assist with increasing student achievement.
- F. Reviews and approves school site categorical program expenditures and other requests based on program guidelines and site plans.
- G. Assists the site instructional leaders and leadership teams in planning, developing, monitoring and evaluating school level educational support programs.
- H. Prepares and monitors budgets for assigned programs.
- I. Manages the centralized services categorical budgets.
- J. Develops and distributes support funding allocations to school sites.
- K. Assists in providing support programs that eliminate racial isolation.
- L. Provides support for enhancing implementation of effective instruction.
- M. Prepares and submits necessary reports to the State Department of Education and the federal government.
- N. Provides leadership and direction to district level committees, including the District Advisory and English Learners Advisory Committees.
- O. Follows a planned professional growth program, participates actively in local, state and national professional education and administrator associations, and studies local, state and national guidelines for effective school administration services.
- P. Fulfills other duties as assigned.

**III. EDUCATION AND EXPERIENCE**

- A. Possession of a valid California preliminary or professional clear multiple or single subject teaching credential authorizing service as an elementary or secondary teacher.
- B. Possession and maintenance of a valid California administrative credential authorizing service as an administrator.
- C. Master's Degree from an accredited institution of higher learning, preferably in administration or a closely related field.
- D. Three or more years of successful teaching experience.
- E. Three or more years of successful experience in an administrative position, preferably including experience as a site principal.
- F. Experience with categorical programs and budgets highly desirable.
- G. Bilingual ability desirable.

**IV. KNOWLEDGE, SKILLS AND ABILITIES**

***Knowledge of:***

- A. Principles, practices, trends, goals and objectives of public education.
- B. Philosophical, educational, fiscal and legal aspects affecting categorically funded programs.
- C. Organization, management, planning and evaluation strategies, techniques and procedures; research and development strategies, processes and techniques.
- D. District organization, operations, policies and objectives.
- E. Current applicable laws, regulations, codes, policies and procedures.
- F. Interpersonal skills, conflict resolution strategies and procedures and team management building methods and techniques.

***Ability to:***

- A. Plan, organize, coordinate and direct the district's categorically funded programs.
- B. Plan, organize, develop and implement budget planning and expenditure control processes and procedures.
- C. Demonstrate leadership qualities and utilize motivational techniques and strategies in the development of an operational mode that is cost effective.
- D. Evaluate and analyze complex problems, issues and concerns, recommend appropriate alternative solutions and make effective and timely decisions.
- E. Establish and maintain cooperative organizational, public and educational community relationships.
- F. Interpret, apply and explain rules, regulations, policies and procedures.
- G. Analyze situations accurately and adopt an effective course of action.
- H. Prepare comprehensive narrative and statistical reports.
- I. Supervise the performance of assigned staff.
- J. Demonstrate effective communication skills both orally and in writing.
- K. Use a computer.

**V. WORKING CONDITIONS**

*Environment:*

District offices and school sites.

*Physical abilities:*

Hearing and speaking to exchange information and make presentations.

Approved by: \_\_\_\_\_  
Jesse L. Gonzales, Ph.D., Superintendent

Date: \_\_\_\_\_

The Compton Unified School District supports equal opportunity employment for all applicants and does not discriminate on the basis of age, race, sex, sexual orientation, marital status, physical or mental disability, national origin, ancestry, creed, Vietnam status, arrest or conviction record, or any other reason prohibited by state or federal law. Employees of this District are required to comply with the provisions of Title VI of the Civil Rights Act and Title IX of the 1972 Educational Amendments.