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# COMPTON UNIFIED SCHOOL DISTRICT

## 501 S. Santa Fe Ave. Compton, CA 90221

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**TITLE:** Sr. Director of College and Career Readiness  
**REPORTS TO:** Superintendent  
**DEPARTMENT:** Educational Services Department  
**CLASSIFICATION:** Non-Management  
**FLSA:** Exempt  
**WORK YEAR: SALARY:** 223 Work Days  
**SALARY:** Salary Schedule P, Rage 13

### **I. DESCRIPTION OF POSITION**

Under the supervision of the Superintendent, the Sr. Director of College and Career Readiness provides leadership to the District College and Counseling Services.

### **II. MAJOR DUTIES AND RESPONSIBILITIES**

- A. Directs the District's counseling programs; confers with teachers and staff concerning student needs.
- B. Collaborates with post-secondary institutions to ensure successful transitions, i.e. dual enrollment and articulated classes
- C. Coordinates and provides focused professional development on team/student learning, outcomes, program of study, Community of Practice, Criteria for Continues Improvement, vertical alignment, integrated curriculum, instruction and assessment to include Common Core State Standard, project/problem based learning, standards, and curriculum alignment
- D. Directs and coordinates experiential visits to College and schools
- E. Continually monitors and updates course of study
- F. Seeks and identifies additional courses that meet the A-G requirements
- G. Coordinates the professional development of school counselors and college center personnel in student Individualized Academic Planning (IAP) and development, and the use of Aeries program functionality
- H. Provides leadership in high school programs to enhance college attendance.
- I. Monitors and supervises the District's counseling programs in 8th-12th schools in conjunction with site administrators to ensure inclusiveness, effectiveness and appropriateness of student placement and support.
- J. Monitors support activities necessary to enhance school programs, including instructional assistance, and college bound activities.
- K. Directs, supports, supervises, and reviews alternative education sites for quality service delivery
- L. Collaborates with alternative, continuation and adult education administrators in student placement and supplemental and support services.
- M. Directs the implementation of federal, state and district laws, regulations, policies and procedures related to the areas of responsibility; apprises school personnel of the current status of policies and procedures pertaining to attendance, guidance and alternative education and assists them to achieve compliance.
- N. Prepares and submits preliminary budget requests and administers program budgets.
- O. Provides, coordinates and disseminates appropriate information to district offices and county, state and federal agencies as required.
- P. Reviews pending legislation pertaining to areas of responsibility and makes recommendations regarding implications and support.
- Q. Supervises assigned certificated and classified personnel
- R. 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 in area of responsibility
- S. Fulfills other related duties as assigned.

**III. EDUCATION AND EXPERIENCE**

- A. Possession of a valid California clear teaching credential
- B. Possession of a valid California clear Pupil Personnel Services credential preferred
- C. Possession of a valid California administrative services credential
- D. Master's Degree from an accredited institution of higher learning, preferably in administration or a closely related field.
- E. Three or more years of successful teaching experience
- F. Three or more years of successful experience in a responsible administrative position
- G. Experience as a school principal desirable
- H. 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 pupil personnel services, guidance and alternative education 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 College and Counseling Service programs, guidance and alternative education 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.

**V. WORKING CONDITIONS**

***Environment:***

District offices and school sites

***Physical abilities:***

Hearing and speaking to exchange information and make presentations