



QUALIFICATIONS FOR
DIRECTOR, SPECIAL PROJECTS

TRAINING

- Required:
- Any credential authorizing service as an administrator in a unified school district
 - Master's Degree
- Preferred:
- Doctor's Degree
 - LDS, CLAD, or BCLAD
 - Training beyond credential requirements in organization and administration, and staff development

EXPERIENCE:

- Required:
- Five years of experience in education
 - Two years of experience in coordination, supervision, and/or school administration
- Preferred:
- Teaching experience at the elementary and/or secondary school level
 - Central office administrative experience

OTHER QUALIFICATIONS:

- Knowledge of:
- Processes of educational change and human relationships
 - The development of local and school improvement plans
 - English Language Development Programs
 - Budgetary and fiscal management
 - The organization and operation of K-5, 6-8, and 9-12 schools
- Ability to:
- Communicate well, both orally and in writing
 - Plan and organize a variety of projects simultaneously
 - Plan and deliver a quality staff development program
 - Establish and maintain cooperative and effective working relationships
 - Exercise a leadership role to increase group interaction and cooperative planning

COVINA-VALLEY UNIFIED SCHOOL DISTRICT

DUTIES AND RESPONSIBILITIES OF DIRECTOR, SPECIAL PROJECTS

Primary Function

The Director, Special Projects, is a staff position responsible for providing leadership, direction and staff assistance in the areas of specially funded projects, Limited English Proficient/SDAIE Programs, and staff development.

Duties and Responsibilities

The Director:

1. Coordinates specially-funded programs such as School Improvement Program (SIP), Title I, Even Start, and Head Start;
2. Coordinates Coordinated Compliance Review (CCR); Program Quality Review (PQR); WASC/Focus on Learning (FOL);
3. Supervises the Limited English Proficient (LEP) /Title VII Program K-12;
4. Initiates, implements, coordinates and evaluates districtwide staff development programs and presents in-service for teachers and administrators;
5. Initiates, implements, coordinates, and evaluates plans and procedures for revising, updating and refining the educational programs of the district;
6. Coordinates districtwide advisory committees that may be required by specific special projects;
7. Coordinates the orientation of and assistance to all temporary and probationary teachers;
8. Establishes, distributes and expends within budgetary restrictions, financial resources under his/her assigned classifications;
9. Selects, assigns, in-services and evaluates all assigned personnel;
10. Acts as a resource to the supervisor in his/her areas of expertise;
11. Assists the supervisor in carrying out other duties and responsibilities as directed;

Director, Special Projects – contd.

12. Adheres to the policies of the Board of Education, the laws and regulations of the California Administrative and Education codes and other applicable laws and regulations, and;
13. Participates cooperatively with the evaluator to implement the procedures by which he/she will be evaluated in conformance with the District's uniform guidelines for certificated personnel evaluation and assessment.