



## DIRECTOR COMPENSATORY EDUCATION

Revision Date: 08/11/10

### BRIEF DESCRIPTION OF POSITION:

Under the direction of the Assistant Superintendent, Educational Services, the Director of Compensatory Education is responsible for district level management functions associated with Title I, EIA/LEP, Emergency Immigrant Education Programs, and other programs designed to provide academic support for high school students who need compensatory education. This position is responsible for coordinating compensatory education services during the regular school year and the summer program. Additional duties include preparing and overseeing the related district budgets, assisting school site administration with the development of academic support programs, coordinating related staff development, coordinating related assessments, researching effective curriculum and instruction, evaluating program effectiveness, monitoring compliance with governing regulations, assisting with feeder school articulation for categorical participants, and improving parental involvement.

### STATEMENT OF TYPICAL DUTIES:

- a. Coordinates program planning and implementation of state and federally funded programs including Title I, EIA/LEP, EIEP and CBET. E
- b. Completes applications for funding, compliance reports, and related correspondence to state and federal agencies. E
- c. Prepares district budgets related to compensatory education programs. E
- d. Serves as the district's representative for compensatory education on related county committees and at district and site level meetings. E
- e. Assists school site administration, faculty, and staff in the design, development, and implementation of program plans and curriculum. E
- f. Coordinates district assessments related to compensatory education programs. E
- g. Provides professional development for certificated and classified personnel in compensatory education programs. E
- h. Reports academic achievement for programs, participants to the district administration and the Board of Trustees. E
- i. Assists school sites with identifying effective programs, curriculum and instructional practices. E
- j. Ensures compliance with state and federal regulations. E
- k. Assists with feeder school articulation related to compensatory education program participants. E
- l. Designs and implements plans for improving parental involvement. E
- m. Coordinates and facilitates the regular meetings of social science department chairpersons. E
- n. Provides professional development opportunities for social science teachers. E
- o. Performs other related tasks and assumes responsibilities as may be assigned by proper authority. E

### PHYSICAL CHARACTERISTICS:

Must be able to bend, stoop, reach, lift and stand for prolonged periods; see to read fine print; depth perception to file; use hands and fingers to operate office equipment; speak clearly; and hear well enough to communicate effectively in person and on the telephone to be able to perform all tasks.

### REQUIREMENTS:

<b>WORK YEAR:</b>	Certificated Management Work Year
<b>CREDENTIAL:</b>	Current valid secondary teaching credential; current valid administrative credential.
<b>EDUCATION:</b>	Master's Degree or Equivalent
<b>EXPERIENCE:</b>	Three years of successful teaching desirable; combination of three years of full-time experience in any of the following desirable; administration, pupil personnel, department chairperson or counseling.
<b>SALARY:</b>	Certificated Management Salary Schedule
<b>BENEFITS:</b>	Medical (employee contribution), 100% dental, vision and life insurance.