

EXECUTIVE DIRECTOR, ADMINISTRATIVE SERVICES**GENERAL RESPONSIBILITIES**

The Executive Director, Administrative Services serves the Superintendent as an assistant for all aspects of District operations. The Executive Director, Administrative Services, has specific responsibilities in administrative operations, technology, and administrative services, and negotiations as well as responsibility for special problems, projects, or programs as assigned.

RESPONSIBILITIES AND DUTIES

The Executive Director, Administrative Services shall:

1. Assist the Superintendent with special problems, projects, or programs as assigned.
2. Keep all members of the leadership team informed to assist them in decision-making and expedite proposals and communications through the administrative structure.
3. Serve as a member of the Superintendent's Cabinet and Administrative Council and serve as a liaison among all members of these groups.
4. Effectively represent the Superintendent or Assistant Superintendents as necessary.
5. Keep Board Members informed as directed by the Superintendent.
6. Prepare agendas for Cabinet and Administrative Council meetings.
7. Efficiently conduct school district elections.
8. Research and interpret the Education and/or Administrative Code provisions as necessary.
9. Supervise, coordinate, and effectively communicate District policies, policy proposals, legislative actions, and county counsel opinion(s).
10. Effectively administer the public information program.
11. Maintain effective working relationships with members of the press and other District publics.
12. Work with District stakeholders and County oversight to re-write District technology plan every three years.
13. Effectively implement the District Technology Plan and oversee the Technology Division.
14. Effectively administer the District recognition program.
15. Effectively execute all Board of Trustees decisions as directed by the Superintendent.

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16. As directed by the Superintendent, keep the Board of Trustees informed about District programs and operations through the Weekly Board Letter and other methods.
17. Serve as the liaison between the District administration and the Student Advisory Council.
18. Function as District liaison to county School Attendance Review Board (SARB) and Child Welfare and Attendance (CWA).
19. Function as District coordinator for all aspects of student discipline; including, professional development related to new, or revised, laws, education codes, and updates of related District policies and administrative regulations, and administration of the expulsion process.
20. Serve as District representative for all expulsion appeals with the County.
21. Develop, administer, and evaluate student intervention programs, including tobacco, gangs, and drug prevention.
22. Coordinate and supervise summer school Transitional Study Skills program.
23. Assist with the administration of the District complaint process specific to any issue related to student discipline.
24. Review District policies and procedures so that the needs of the District will have been met and new legislation incorporated.
25. Maintain effective relationships with local, State, and national agencies related to the overall operation of the school district.
26. Maintain or improve a satisfactory external and internal image for the District and its programs.
27. Make recommendations to the Superintendent for the establishment of District advisory committees when necessary to assist the District in resolving any issues or problems that lend themselves to this method of resolution.
28. Communicate District legal problems to the Superintendent and make recommendations for their resolution.
29. Effectively inform the Superintendent concerning all operational matters.
30. Consistently provide to appropriate District office/school staff members timely and effective communication regarding incidents and/or situations which might impact the District or its schools.

31. Appropriately evaluate the performance of staff members directly responsible to the Executive Director, Administrative Services.
32. Supervise the Technology and Administrative Services Division.
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34. Administer all coordination of District Summer School and Extended School Year (ESY) at all District campuses. Prepare annual summer school report for the Board.
35. Assist with the development and implementation of the Local Control Accountability Plan (LCAP).
36. Assist with the Board presentations of the Single School Plan.
37. Effectively administer the District submissions to California Longitudinal Pupil Achievement Data (CALPADS).
38. Assist with the preparation of District services to support the Smarter Balanced Assessment Consortium (SBAC) student testing.
39. Effectively gather input and coordinate all information required for the annual publishing of the eight School Accountability Report Cards (SARC).
40. Effectively oversee the administration of all aspects of the District Tobacco Education Prevention Program (TEPP).
41. Perform and accomplish other duties assigned by the Superintendent.

Regulation approved: September 12, 2001; September 6, 2005; April 21, 2009; January 12, 2010; January 14, 2014; June 2, 2014