

DIRECTOR, EDUCATIONAL SERVICES**GENERAL RESPONSIBILITIES**

Under direction of the Assistant Superintendent, Education and Assessment Services, to plan, administer, coordinate, and assess the instructional services program and provide supervision to designated staff members.

DUTIES AND RESPONSIBILITIES

1. Facilitate APIO, APPS, and Dean of Attendance meetings.
2. Coordinate District competency testing.
3. Coordinate and monitor annual required Federal and State testing programs (CAL-MAP, CELDT, ELPAC, CAHSEE, Physical Education), and local data information system (Illuminate).
4. Properly identify curriculum objectives and needs of the students while working with teachers, administrators, and other staff members.
5. Develop and implement curriculum development, programs, procedures, and policies in a timely and efficient manner.
6. Develop, administer, and evaluate procedures for informing staff members of new education programs and practices to improve the effectiveness of learning situations.
7. Coordinate the development and assessment of District curriculum and instructional programs.
8. Supervise curriculum and instructional materials development, textbook adoptions, and course approvals.
9. Coordinate and update the District Professional Development Plan, Local Control Accountability Plan (LCAP), Single School Plans (SSP), Local Educational Accountability Plans (LEAP).
10. Coordinate and facilitate articulation with component schools.
11. Coordinate and update the District course catalog.
12. Coordinate activities of all curriculum committees.

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13. Monitor pilot courses and course outlines.
14. Function as the District McKinney-Vento, Title I, Title II, and Title III liaison.
15. Prepare and submit the District Consolidated Application for Funding Categorical Aid programs.
16. Prepare, submit, and annually update the Carl D. Perkins Vocational and Technical Education Act Local Plan.
17. Provide supervision and coordination of the District English Learners program.
18. Coordinate the District vocational and technical education program.
19. Coordinate and monitor the District GATE and related programs.
20. Monitor site categorical and grant budgets.
21. Coordinate with the Business Services Division to ensure fiscal accountability.
22. Coordinate and monitor Inter- and Intra-District permits.
23. Coordinate and monitor District open enrollment.
24. Coordinate and supervise preparation and implementation of the budget for the department and specially-funded Federal and State budgets.
25. Write, edit, and compose funding proposals.
26. Prepare District budgets for newly-funded projects.
27. Submit proposals for funding of educational research programs in efficient and timely manner.
28. Prepare communications to the Board of Trustees, as appropriate.
29. Other duties as assigned.

Regulation approved: February 7, 1978; August 15, 1979; July 31, 1980; August 21, 1981; August 21, 1985; March 22, 1999; September 12, 2000; September 9, 2003; September 6, 2005; January 14, 2014