

CAPISTRANO UNIFIED SCHOOL DISTRICT
BOARD REPORT

To: Board of Trustees

From: Tim Brooks, Associate Superintendent, Human Resource Services

Date: April 21, 2021

Board Item: Consider and Approve Job Descriptions

HISTORY

The Superintendent is responsible for the administrative organization of the District. Board Policy 4111, 4211, 4311, *Recruitment, Selection and Appointment*, states that the Superintendent shall hire all certificated and classified bargaining unit members subject to ratification by the Board. The Superintendent shall hire all managers except Principals, Chiefs, Executive Directors, Assistant Superintendents, Associate Superintendents and Deputy Superintendents subject to ratification by the Board.

BACKGROUND INFORMATION

At the September 23, 2020 Board meeting, the Business and Support Services priorities were presented that included the recommendation for reduction in spending to address the projected structural deficit. The District is moving towards meeting this goal by restructuring the Business and Support Services division to include closing some job titles, eliminating some positions and revising jobs assignments. In many cases, the job descriptions are simply reporting relationship changes due to the restructure.

CURRENT CONSIDERATIONS

This agenda item presents for Board consideration the approval of new or revised job descriptions for the positions of Assistant Superintendent, Fiscal Services; Chief Facilities Officer; Executive Director, Maintenance Operations/Transportation; Director II, Food and Nutrition Services; Director II, Information Services and Assessment Accountability; Director I, Transportation; and Manager I, Field Services. The new and revised positions reflect greater efficiencies in Business and Support Services beginning fiscal year 2021-2022.

Additionally, an update was made to the Assistant Principal job description in an effort to widen the recruitment pool, to include the option of a Valid California Teaching Credential or Valid California PPS Credential for minimum requirements.

FINANCIAL IMPLICATIONS

The positions for the new and revised job descriptions will be funded as part of the division restructure.

STAFF RECOMMENDATION

It is recommended the Board of Trustees approve the new or revised job descriptions for:

- Assistant Principal, Elementary School
- Assistant Principal, Middle School
- Assistant Principal, High School
- Assistant Principal, Secondary School
- Assistant Superintendent, Fiscal Services
- Chief Facilities Officer
- Executive Director, Maintenance, Operations and Transportation
- Director II, Food and Nutrition Services
- Director II, Information Services and Assessment Accountability
- Director I, Transportation
- Manager I, Field Services

PREPARED BY: Tim Brooks, Associate Superintendent, Human Resource Services

CAPISTRANO UNIFIED SCHOOL DISTRICT
San Juan Capistrano, California

ASSISTANT PRINCIPAL, ELEMENTARY SCHOOL

DEFINITION

Under the direction of the Principal, the Assistant Principal supports the educational programs of the District by implementing the school-wide program of the curriculum, instructional programs and management of the facility as well as provides leadership and supervision for the cognitive and affective development of students.

EXAMPLES OF DUTIES

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

1. Assist with the planning, implementation, interpretation and supervision of the instructional programs, curriculum development and instructional goals and processes at a school site.
2. Develop and communicate curricular and instructional plans and objectives to students and parents, including course descriptions, performance expectations and other pertinent information.
3. Assist with the planning, organization and coordination of school accountability activities, such as data compilation, storage, retrieval, and analysis.
4. Lead and monitor implementation of curriculum alignment with State and Federal Content Standards, performance-based assessments, use of instructional technology and articulation efforts.
5. Implement support systems and intervention programs which provide optimal and/or alternative learning opportunities for students.
6. Serve as liaison with student and family assistance programs, interdepartmental agencies and youth services as needed.
7. Assist in the site budget planning and expenditure control process.
8. Organize pupil services support, instructional materials development, textbook inventories, purchase acquisitions, and fiscal control.
9. Perform needs assessments, feasibility planning, and staff development activities to guide teachers and students in achieving school wide goals.
10. Supervise an effective school-wide discipline system maintaining guidelines for proper student conduct, enforcing discipline as necessary consistent with the due process rights of students.
11. Coordinate Student Study Team and IEP meetings in accordance with federal, state and district guidelines.
12. Coordinate special school programs such as GATE, EL, disaster preparedness, and student discipline.
13. Assist in evaluating, supervising and counseling members of certificated and classified staff to improve employee performance ensuring staff adheres to District, state, and federal educational and professional standards.
14. Participate in personnel management systems, including the recruitment, selection, retention, and separation of personnel.
15. Supervise the maintenance of accurate records on the academic progress and attendance of students.
16. Attend professional learning and conference opportunities regarding District business and other topics relevant to this position, and other professional meetings.

QUALIFICATIONS

Knowledge of: Applicable sections of the State Education Code and other applicable laws and collective bargaining agreements; applicable state and national advisory documents, the State and Federal Framework in all subjects taught and district curriculum standards as appropriate; principles, theories, practices, methods and techniques used in curriculum development and classroom instruction; current trends and research concerning the growth and development of school-age students; principles of school based management and shared decision making; human relations, conflict resolution strategies and team building principles and techniques; child guidance principles and practices; community relations; result and performance evaluation techniques pertaining to program and personnel performance effectiveness; school improvement goals and objectives.

Ability to: Manage, lead, and direct the functions and activities of a school; demonstrate effective instructional, organizational, and administrative leadership; read, interpret, apply, and explain rules, regulations, policies, and procedures; supervise, evaluate and discipline subordinates; establish, maintain and nurture professional relationships with parents, community members, students, management, colleagues, staff and school related outside agencies; maintain awareness of community resources available to assist students; motivate students to develop skills, attitudes and knowledge needed to provide a good foundation for education, in accordance with each pupil's ability; assist school staff in improving the academic progress of the school site; analyze and evaluate data for specific use; demonstrate organizational, time management, analytical and problem solving skills; assist with the preparation of the annual budget, monitor and administer the budgetary expenditures; communicate effectively both orally and in writing using tact, and diplomacy; understand and carry out oral and written instructions; use interpersonal techniques with tact, patience and courtesy; maintain confidentiality; prioritize workload and conflicting demands; comply with the District's customer service standards, as outlined in Board Policy.

Experience: Three to five years of successful teaching or service credential experience preferred.

Credential: Valid California Teaching Credential or Valid California PPS Credential and Valid California Administrative Services Credential required.

CAPISTRANO UNIFIED SCHOOL DISTRICT
San Juan Capistrano, California

ASSISTANT PRINCIPAL, HIGH SCHOOL

DEFINITION

Under direction of the Principal, the Assistant Principal supports the educational programs of the District by implementing the school-wide program of the curriculum, instructional programs and management of the facility as well as provides leadership and supervision for the cognitive and affective development of students.

EXAMPLES OF DUTIES

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

1. Implement the curriculum development, instructional goals and processes, college and career planning structures and co-curricular and athletic programs at a school site.
2. Develop and communicate curricular and instructional plans and objectives to students and parents, including course descriptions, performance expectations and other pertinent information.
3. Assist with the planning, organization and coordination of school accountability activities, such as data compilation, storage, retrieval, and analysis.
4. Lead and monitor curriculum alignment with State and Federal Content Standards, performance-based assessments, use of instructional technology and articulation efforts.
5. Administer support systems and intervention programs which provide optimal and/or alternative learning opportunities for all students.
6. Serves as liaison with student and family assistance programs with interdepartmental agencies and youth services as needed.
7. Assist in the site budget planning and expenditure control process.
8. Organize pupil services support, instructional materials development, textbook inventories, purchase acquisitions, and fiscal control.
9. Supervise an effective school wide discipline system maintaining guidelines for proper student conduct, enforcing discipline as necessary consistent with the due process right of students.
10. Coordinate and lead specialized academic programs such as Special Education, 504, SST, TWI, IB, AP, CCA, CTE and Pathways in accordance with state, federal and district guidelines.
11. Supervise, observe, assess and evaluate certificated and classified performance ensuring all levels of staff adhere to District, state and federal educational and professional standards.
12. Participate in personnel management systems, including the recruitment, selection, retention and separation of personnel.
13. Supervise and maintain accurate academic and attendance records for all students.
14. Assist in the development, implementation, interpretation and administration of policies, rules and regulations, and negotiated employee agreements.
15. Perform need assessments, feasibility planning and a variety of other research and make recommendations as appropriate.
16. Develop the master schedule, which includes determining and communicating all of teaching and special assignments.
17. Attend professional learning and conference opportunities regarding District business and other topics relevant to this position, and other professional meetings.

QUALIFICATIONS

Knowledge of: Applicable sections of the State Education Code and other applicable laws and collective bargaining agreements; applicable state and federal advisory documents, the State and Federal Framework in all subjects taught and district curriculum standards as appropriate; principles, theories, practices, methods and techniques used in curriculum development and classroom instruction; current trends and research concerning the growth and development of school-age students; principles of school based management and shared decision making; human relations, conflict resolution strategies and team building principles and techniques; child guidance principles and practices; community relations; result and performance evaluation techniques pertaining to program and personnel performance effectiveness; school improvement goals and objectives.

Ability to: Manage, lead, and direct the functions and activities of a school; demonstrate effective instructional, organizational, and administrative leadership; read, interpret, apply, and explain rules, regulations, policies, and procedures; supervise, evaluate and discipline subordinates; establish, maintain and nurture professional relationships with parents, community members, students, management, colleagues, staff and school related outside agencies; maintain awareness of community resources available to assist students; motivate students to develop skills, attitudes and knowledge needed to provide a good foundation for education, in accordance with each pupil's ability; assist school staff in improving the academic progress of the school site; analyze and evaluate data for specific use; demonstrate organizational, time management, analytical and problem solving skills; assist with the preparation of the annual budget, monitor and administer the budgetary expenditures; communicate effectively both orally and in writing using tact, and diplomacy; understand and carry out oral and written instructions; use interpersonal techniques with tact, patience and courtesy; maintain confidentiality; prioritize workload and conflicting demands; comply with the District's customer service standards, as outlined in Board Policy.

Experience: Three to five years of successful teaching or service credential experience preferred.

Credential: Valid California Teaching Credential or Valid California PPS Credential and Valid California Administrative Services Credential required.

CAPISTRANO UNIFIED SCHOOL DISTRICT
San Juan Capistrano, California

ASSISTANT PRINCIPAL, MIDDLE SCHOOL

DEFINITION

Under direction of the Principal, the Assistant Principal supports the educational programs of the District by implementing the school-wide program of the curriculum, instructional programs and management of the facility as well as provides leadership and supervision for the cognitive and affective development of students.

EXAMPLES OF DUTIES

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

1. Assist with the planning, implementation, interpretation and supervision of the instructional programs, curriculum development and instructional goals and processes at a school site.
2. Develop and communicate curricular and instructional plans and objectives to students and parents, including course descriptions, performance expectations and other pertinent information.
3. Assist with the planning, organization and coordination of school accountability activities, such as data compilation, storage, retrieval, and analysis.
4. Lead and monitor curriculum alignment with State and Federal Content Standards, performance-based assessments, use of instructional technology and articulation efforts.
5. Administer support systems and intervention programs which provide optimal and/or alternative learning opportunities for all students.
6. Serve as liaison with student and family assistance programs with interdepartmental agencies and youth services as needed.
7. Assist in the site budget planning and expenditure control process.
8. Organize pupil services, support instructional materials development, textbook inventories, purchase acquisitions, and fiscal control.
9. Supervise an effective school-wide discipline system maintaining guidelines for proper student conduct, enforcing discipline as necessary consistent with the due process rights of students.
10. Coordinate and lead programs and meetings such as GATE, EL, 504s, disaster preparedness, Student Study Team and IEPs in accordance with federal, state and district guidelines.
11. Assist in evaluating, supervising and counseling members of certificated and classified staff to improve employee performance ensuring staff adheres to District, state and federal educational and professional standards.
12. Participate in personnel management systems, including the recruitment, selection, retention, and separation of personnel.
13. Supervise the maintenance of accurate records on the academic progress and attendance of students.
14. Assist in the development, implementation, interpretation and administration of policies, rules and regulations, and negotiated employee agreements.
15. Perform need assessments, feasibility planning and a variety of other research and make recommendations as appropriate.
16. Assist in the planning, organization and conduct of a comprehensive student body activity program including co-curricular activities and student government functions.

EXAMPLES OF DUTIES (Continued)

17. Plan, organize and coordinate campus supervision and activities.
18. Assists with the design of the master schedule of teaching and special assignments
19. Attend professional learning and conference opportunities regarding District business and other topics relevant to this position, and other professional meetings.

QUALIFICATIONS

Knowledge of: Applicable sections of the State Education Code and other applicable laws and collective bargaining agreements; applicable state and federal advisory documents, the State and Federal Framework in all subjects taught and district curriculum standards as appropriate; principles, theories, practices, methods and techniques used in curriculum development and classroom instruction; current trends and research concerning the growth and development of school-age students; principles of school based management and shared decision making; human relations, conflict resolution strategies and team building principles and techniques; child guidance principles and practices; community relations; result and performance evaluation techniques pertaining to program and personnel performance effectiveness; school improvement goals and objectives.

Ability to: Manage, lead, and direct the functions and activities of a school; demonstrate effective instructional, organizational, and administrative leadership; read, interpret, apply, and explain rules, regulations, policies, and procedures; supervise, evaluate and discipline subordinates; establish, maintain and nurture professional relationships with parents, community members, students, management, colleagues, staff and school related outside agencies; maintain awareness of community resources available to assist students; motivate students to develop skills, attitudes and knowledge needed to provide a good foundation for education, in accordance with each pupil's ability; assist school staff in improving the academic progress of the school site; analyze and evaluate data for specific use; demonstrate organizational, time management, analytical and problem solving skills; assist with the preparation of the annual budget, monitor and administer the budgetary expenditures; communicate effectively both orally and in writing using tact, and diplomacy; understand and carry out oral and written instructions; use interpersonal techniques with tact, patience and courtesy; maintain confidentiality; prioritize workload and conflicting demands; comply with the District's customer service standards, as outlined in Board Policy.

Experience: Three to five years of successful teaching or service credential experience preferred.

Credential: Valid California Teaching Credential or Valid California PPS Credential and Valid California Administrative Services Credential required.

CAPISTRANO UNIFIED SCHOOL DISTRICT
San Juan Capistrano, California

ASSISTANT PRINCIPAL, SECONDARY SCHOOL

DEFINITION

Under the direction of the Principal, the Assistant Principal supports the educational programs of the District by implementing the school-wide program of the curriculum, instructional programs and management of the facility as well as provides leadership and supervision for the cognitive and affective development of students.

EXAMPLES OF DUTIES

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

1. Assist with the planning, implementation, interpretation and supervision of the instructional programs, curriculum development and instructional goals and processes at a school site.
2. Develop and communicate curricular and instructional plans and objectives to students and parents, including course descriptions, performance expectations and other pertinent information.
3. Assist with the planning, organization and coordination of school accountability activities, such as data compilation, storage, retrieval, and analysis.
4. Lead and monitor implementation of curriculum alignment with State and Federal Content Standards, performance-based assessments, use of instructional technology and articulation efforts.
5. Implement support systems and intervention programs which provide optimal and/or alternative learning opportunities for students.
6. Serve as liaison with student and family assistance programs, interdepartmental agencies and youth services as needed.
7. Assist in the site budget planning and expenditure control process.
8. Organize pupil services support, instructional materials development, textbook inventories, purchase acquisitions, and fiscal control.
9. Perform needs assessments, feasibility planning, and staff development activities to guide teachers and students in achieving school wide goals.
10. Supervise an effective school-wide discipline system maintaining guidelines for proper student conduct, enforcing discipline as necessary consistent with the due process rights of students.
11. Coordinate Student Study Team and IEP meetings in accordance with federal, state and district guidelines.
12. Coordinate special school programs such as GATE, EL, disaster preparedness, and student discipline.
13. Assist in evaluating, supervising and counseling members of certificated and classified staff to improve employee performance ensuring staff adheres to District, state, and federal educational and professional standards.
14. Participate in personnel management systems, including the recruitment, selection, retention, and separation of personnel.
15. Supervise the maintenance of accurate records on the academic progress and attendance of students.
16. Attend professional learning and conference opportunities regarding District business and other topics relevant to this position, and other professional meetings.

QUALIFICATIONS

Knowledge of: Applicable sections of the State Education Code and other applicable laws and collective bargaining agreements; applicable state and national advisory documents, the State and Federal Framework in all subjects taught and district curriculum standards as appropriate; principles, theories, practices, methods and techniques used in curriculum development and classroom instruction; current trends and research concerning the growth and development of school-age students; principles of school based management and shared decision making; human relations, conflict resolution strategies and team building principles and techniques; child guidance principles and practices; community relations; result and performance evaluation techniques pertaining to program and personnel performance effectiveness; school improvement goals and objectives.

Ability to: Manage, lead, and direct the functions and activities of a school; demonstrate effective instructional, organizational, and administrative leadership; read, interpret, apply, and explain rules, regulations, policies, and procedures; supervise, evaluate and discipline subordinates; establish, maintain and nurture professional relationships with parents, community members, students, management, colleagues, staff and school related outside agencies; maintain awareness of community resources available to assist students; motivate students to develop skills, attitudes and knowledge needed to provide a good foundation for education, in accordance with each pupil's ability; assist school staff in improving the academic progress of the school site; analyze and evaluate data for specific use; demonstrate organizational, time management, analytical and problem solving skills; assist with the preparation of the annual budget, monitor and administer the budgetary expenditures; communicate effectively both orally and in writing using tact, and diplomacy; understand and carry out oral and written instructions; use interpersonal techniques with tact, patience and courtesy; maintain confidentiality; prioritize workload and conflicting demands; comply with the District's customer service standards, as outlined in Board Policy.

Experience: Three to five years of successful teaching or service credential experience preferred.

Credential: Valid California Teaching Credential or Valid California PPS Credential and Valid California Administrative Services Credential required.

CAPISTRANO UNIFIED SCHOOL DISTRICT
San Juan Capistrano, California

ASSISTANT SUPERINTENDENT, FISCAL SERVICES

DEFINITION

Under direction of the Deputy Superintendent, Business and Support Services, the Assistant Superintendent, Fiscal Services supports the educational programs of the District by leading, directing, managing and supervising the functions and activities of the business, insurance and risk management, food and nutrition, accounting, purchasing and payroll departments.

EXAMPLES OF DUTIES

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

1. Implement the philosophy, goals, and policies of the District as adopted by the Board of Trustees.
2. Conduct financial projections and analysis of the District's income and expenditures.
3. Prepare, monitor and revise the District budget, including reports for presentations to the Board of Trustees.
4. Maintain the District's general financial integrity by implementing sound fiscal plans, internal controls, audit activities, system conversion, and integration.
5. Implement systems to reduce costs and increase efficiencies.
6. Direct the District's internal and external audit processes.
7. Evaluate, supervise and counsel members of staff to improve employee performance, ensuring staff adheres to District, state, and federal educational and professional standards.
8. Provide assistance with the development and negotiation of bargaining unit contracts.
9. Establish accounting procedures for property and equipment inventories.
10. Maintain appropriate records and provide reports related to the District's leases, notes, obligations, deposits, investments, etc.
11. Collect, assemble data, and report for advisory groups and negotiations.
12. Provide assistance with facilities planning including the legal responsibilities of fiscal management and facilities planning.
13. Prepare and maintain a variety of reports, records and files related to assigned activities and personnel.
14. Participate in personnel management systems, including the recruitment, selection, retention and separation of personnel.
15. Attend professional learning and conference opportunities regarding District business and other topics relevant to this position, and other professional meetings.

QUALIFICATIONS

Knowledge of: Applicable sections of State Education Code and other applicable laws and collective bargaining agreements; laws and regulations governing public school finance including general ledger, fund accounting, program accounting subsidiary ledger management, attendance accounting including class size reduction; accounting and fiscal analysis and research techniques; practices and procedures of efficient organization and supervision; practices, procedures, techniques, and strategies for determining operational effectiveness; principles and practices of

QUALIFICATIONS (Continued)

supervision and training; result and performance evaluation techniques pertaining to program and personnel performance effectiveness; human relations, conflict resolution strategies and team building principles and techniques; record-keeping and report preparation techniques; effective oral and written communication skills.

Ability to: Provide leadership and oversight to the business, insurance and risk management, food and nutrition, accounting, purchasing and payroll departments of a school district; monitor and/or develop programs or mechanisms to improve organizational efficiency; demonstrate effective, organizational, and administrative leadership; read, interpret, apply, and explain rules, regulations, policies, and procedures; supervise, evaluate and discipline subordinates; establish, maintain and nurture professional relationships with management, colleagues, staff, and school related outside agencies; analyze and evaluate data for specific use; demonstrate organizational, time management, analytical and problem solving skills; communicate effectively both orally and in writing using tact and diplomacy; train and instruct others in performance of their duties; understand and carry out oral and written instructions; use interpersonal skills with tact, patience and courtesy; maintain confidentiality; prioritize workload and conflicting demands; establish and maintain records; comply with the District's customer service standards, as outlined in Board Policy.

Education: Master's degree from an accredited college or university in a related field.

Experience: Eight years of progressively responsible professional experience in fiscal management for a school district or public agency.

Certification: Chief Business Official Certification preferred.

CAPISTRANO UNIFIED SCHOOL DISTRICT
San Juan Capistrano, California

CHIEF FACILITIES OFFICER

DEFINITION

Under direction of the Deputy Superintendent, Business and Support Services, the Chief Facilities Officer supports the educational programs of the District by providing leadership and assuming management responsibility with the development, organization and implementation of all activities related to facility planning, design and construction, maintenance and operations functions, energy, safety and environment systems, performing arts centers, and use of District facilities.

EXAMPLES OF DUTIES

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

1. Develop and implement objectives, policies, and short-and long-range plans for the development, improvement and use of District facilities. (e.g., needs assessments, master plans, development mitigation fee studies, facility use fees, demographic enrollment projections, facility use schedules and approvals, joint-use agreements, alternate uses for more efficient and/or effective use of District facilities/properties and other planning documents as required.)
2. Oversee the acquisition, disposition, design, construction and/or modernization of school sites and facilities including but not limited to the development and implementation of District-wide standards, specifications, budgets, schedules, scopes of work, project management, inspections, occupancy and project close-out; provide and maintain timely and accurate reports portraying the status of all projects.
3. Monitor compliance with all applicable laws, ordinances, codes and regulations governing school sites and facilities in coordination with various agencies such as the Office of Public School Construction, the Department of Education, the Division of the State Architect, the County Office of Education, the constituent cities of the District, the County of Orange and other state and local public agencies.
4. Serve as planning liaison with cities and local developers; oversee the submission of funding eligibility and regulatory documents (e.g., OPSC, CDE, DSA, DTSC, CEQA, Title 24, ADA, etc.).
5. Prepare and manage the budget for the District's facilities programs while pursuing matching funds or grants to augment District facilities funds ensuring control and authorize expenditures in accordance with established limitations.
6. Select, direct, oversee and evaluate architects, engineers, consultants, contractors, inspectors, testing laboratories, vendors and/or other outside parties whose functions are involved in the design, construction and inspection of District projects.
7. Oversee and participate with the development and administration of related agreements, contracts, plans, drawings and specifications.
8. Review and evaluate blueprints, specifications and documents to assure compliance with established architectural and engineering standards.
9. Attend Board meetings and clearly present information to the Board of Trustees, District personnel, community groups, residents, outside agencies, and other groups with respect to planning, design, construction and use of District facilities.
10. Provide support to the Superintendent with one-time, long-term or on-going special projects as needed.
11. Oversee all District Maintenance, Operations, After School Program coordination and use of facilities.
12. Promote safe and efficient school facilities and services through collaboration with other District managers.

EXAMPLES OF DUTIES (Continued)

13. Evaluate, supervise and counsel members of staff to improve employee performance ensuring staff adheres to District, state, and federal educational and professional standards.
14. Establish, maintain and nurture professional relationships with management, colleagues, staff, and school related outside agencies.
15. Prepare and maintain a variety of reports, records and files related to assigned activities and personnel.
16. Participate in personnel management systems, including the recruitment, selection, retention and separation of personnel.
17. Attend professional learning and conference opportunities regarding District business and other topics relevant to this position, and other professional meetings.

QUALIFICATIONS

Knowledge of: Applicable sections of State Education Code and other applicable laws and collective bargaining agreements; practices and procedures of efficient organization and supervision; practices, procedures, techniques, and strategies for determining operational effectiveness; principles and practices of supervision; result and performance evaluation techniques pertaining to program and personnel performance effectiveness; human relations, conflict resolution strategies and team building principles and techniques; record-keeping and report preparation and presentation techniques; effective oral and written communication skills; property acquisition, entitlement and development; construction and public works contracts; State, Federal, local and private funding sources, programs and mechanisms for financing capital facilities, construction, modernization and maintenance; Community Facilities Districts (Mello Roos); public finance (Debt) mechanisms; facility master plan development, implementation and oversight; The California Environmental Quality Act and environmental compliance; architectural and construction design elements and methods; general business, budgeting and accounting practices; city and regional planning.

Ability to: Lead, manage and direct the functions and activities of a Facilities department for a school district; demonstrate effective, organizational, and administrative leadership; read, interpret, apply, and explain rules, regulations, policies, and procedures; supervise, evaluate and discipline subordinates; analyze and evaluate data for specific use; demonstrate organizational, time management, analytical and problem solving skills; communicate effectively both orally and in writing using tact, and diplomacy; understand and carry out oral and written instructions; use interpersonal skills with tact, patience and courtesy; maintain confidentiality; prioritize workload and conflicting demands; establish and maintain records; align revenue resources to make recommendations regarding project/priority; read, interpret, evaluate, and prepare construction documents including but not limited to; building plans, blueprints, specifications, schedules, and bid packages; prepare written and oral reports, recommendations, programs, presentations, applications, and forms; comply with the District's customer service standards, as outlined in Board Policy.

Education: College degree or equivalent industry experience.

Experience: Seven years of progressively responsible professional experience in the area of facilities management, planning and development, architecture, building engineering, construction management, multi-facility maintenance and/or plant operations, including five years in project management. Experience in public sector or educational environment preferred.

CAPISTRANO UNIFIED SCHOOL DISTRICT
San Juan Capistrano, California

DIRECTOR I, TRANSPORTATION

DEFINITION

Under direction of the Executive Director, Maintenance, Operations and Transportation, the Director I, Transportation supports the educational programs of the District by directing, managing and coordinating all pupil transportation and vehicle maintenance operations.

EXAMPLES OF DUTIES

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

1. Develop and implement objectives, policies, and short and long-range strategies and plans related to meeting the District's transportation needs in compliance with all applicable codes, laws and regulations, District standards, contract terms and conditions.
2. Oversee the acquisition of materials, supplies, and equipment related to pupil transportation functions.
3. Manage the fleet priority repair and maintenance schedules.
4. Participate in budget planning activities, and develop expenditure review and control procedures to ensure an appropriate and cost beneficial/effective operations.
5. Supervise safety and vehicle inspection programs.
6. Collaborate with District and school site staff to implement improvements in operations, overseeing day-to-day operations to make sure all routes are fulfilled.
7. Evaluate, supervise and counsel members of staff to improve employee performance ensuring staff adheres to District, state, and federal educational and professional standards.
8. Plan, develop, and implement effective administrative support systems and delegate appropriate areas of responsibility to subordinates.
9. Establish, maintain and nurture professional relationships with parents, community members, students, and school related outside agencies.
10. Prepare and maintain a variety of reports, records and files related to assigned activities and personnel.
11. Participate in personnel management systems, including the recruitment, selection, retention and separation of personnel.
12. Attend professional learning and conference opportunities regarding District business and other topics relevant to this position, and other professional meetings.

QUALIFICATIONS

Knowledge of: Applicable sections of State Education Code and other applicable laws and collective bargaining agreements; practices and procedures of efficient organization and supervision; practices, procedures, techniques, and strategies for determining operational effectiveness; principles and practices of supervision and training; result and performance evaluation techniques pertaining to program and personnel performance effectiveness; human relations, conflict resolution strategies and team building principles and techniques; record-keeping and report preparation techniques; effective oral and written communication skills.

QUALIFICATIONS (Continued)

Ability to: Direct, manage and lead the functions and activities of student transportation services for a school district; demonstrate effective, organizational, and administrative leadership; read, interpret, apply, and explain rules, regulations, policies, and procedures; supervise, evaluate and discipline subordinates; establish and maintain professional relationships with pupils, parents, community members, colleagues and staff; analyze and evaluate data for specific use; demonstrate organizational, time management, analytical and problem solving skills; communicate effectively both orally and in writing using tact and diplomacy; train and instruct others in performance of their duties; understand and carry out oral and written instructions; use interpersonal skills with tact, patience and courtesy; maintain confidentiality; prioritize workload and conflicting demands; establish and maintain records; comply with the District's customer service standards, as outlined in Board Policy.

Education: Bachelor's degree or professional equivalent from an accredited college or university in a related field.

Experience: Five years of progressively responsible professional experience in student transportation operations including three years of successful experience in a management or supervisory position. Experience in public sector or educational environment preferred. Experience may be substituted for equivalent years of education.

CAPISTRANO UNIFIED SCHOOL DISTRICT
San Juan Capistrano, California

**DIRECTOR II
INFORMATION SERVICES AND ASSESSMENT ACCOUNTABILITY**

DEFINITION

Under the direction of the Chief Technology Officer, the Director II, Information Services and Assessment Accountability supports the educational programs of the District by directing and managing the day-to-day activities that provide technical and analytical support to stakeholders throughout the District.

EXAMPLES OF DUTIES

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

1. Coordinate the implementation of State and District policies, procedures, and requirements regarding student assessment, accountability, and the school improvement process.
2. Manage a variety of District data systems including, but not limited to, Student Information, Human Resources, Finance, Budget, Parent/Student Messaging software, Assessment and systems related to educational needs.
3. Conduct research into the effectiveness of academic, instructional, and business operational programs to assist with curricular and management decision-making.
4. Coordinate the development, maintenance, administration and evaluation of the District's assessment systems.
5. Oversee scoring operations, analyze resulting data, produce related parent, teacher, school, and District reports and present findings as requested.
6. Facilitate the preparation of a variety of state and federal mandated reports including, but not limited to, California Longitudinal Pupil Achievement Data System (CALPADS), Center for Strategic and International Studies (CSIS), California Basic Educational Data System (CBEDS) and other state and federal mandated reports.
7. Provide direction to staff with the development of software implementation, trainings, and user documentation to assist with monitoring and assessing District progress toward implementation of short-and long-term strategic plans.
8. Coordinate the administration of post-secondary assessments including, but not limited to Scholastic Aptitude Test (SAT), American College Testing (ACT), etc.) and career/technical education placement assessments.
9. Develop, and administer a variety of surveys measuring results and effectiveness of District programs.
10. Manage and audit user account activity and security for District staff.
11. Audit student data including grades, course, and transcript data for accuracy.
12. Plan, develop and implement effective support systems and delegate appropriate areas of responsibility to subordinates.
13. Participate in personnel management systems, including the recruitment, selection, retention and separation of personnel.
14. Attend professional learning and conference opportunities regarding District business and other topics relevant to this position, and other professional meetings.

EXAMPLES OF DUTIES (Continued)

15. Keep up-to-date with trends or developments in, and evaluate and recommend adoption of new procedures and types of material or equipment used in technology.
16. Evaluate, supervise and counsel members of staff to improve employee performance ensuring staff adhere to District, state and federal professional standards.

QUALIFICATIONS

Knowledge of: Applicable sections of State Education Code and other applicable laws and collective bargaining agreements; practices and procedures of efficient organization and supervision; practices, procedures, techniques, and strategies for determining operational effectiveness; principles and practices of supervision and training; result and performance evaluation techniques pertaining to program and personnel performance effectiveness; human relations, conflict resolution strategies and team building principles and techniques; effective oral and written communication skills; SQL servers and general databases; student information management, financial and Human Resources Information systems; qualitative and quantitative research methodologies; statistical and computer-based analysis and computerized report preparation techniques; SBA, county, state, and federal testing and accountability guidelines and systems, Western Associations of Schools and Colleges (WASC) data needs and process, and other State and national assessment programs.

Ability to: Direct the functions and activities of an Information Systems and Assessments department for a school district; demonstrate effective, organizational, and administrative leadership; read, interpret, apply, and explain rules, regulations, policies, and procedures; supervise, evaluate and discipline subordinates; establish, maintain and nurture professional relationships with management, colleagues, staff, and school related outside agencies; analyze and evaluate data for specific use; demonstrate organizational, time management, analytical and problem solving skills; communicate effectively both orally and in writing using tact, and diplomacy; train and instruct others in performance of their duties; prepare and present written and oral reports; understand and carry out oral and written instructions; use interpersonal skills with tact, patience and courtesy; maintain confidentiality; prioritize workload and conflicting demands; translate complex statistical data into understandable and useable information; organize and plan assessment and research programs; analyze and interpret data and communicate results in visual and verbal terms; conduct data analysis; utilize a variety of programs that are used in a school district; comply with the District's customer service standards, as outlined in Board Policy.

Education: Master's degree from an accredited college or university in a related field. Experience may be substituted for equivalent years of education.

Experience: Six years of progressively responsible professional experience in information technology and data assessment and evaluations including three years of successful experience in a management or supervisory position. Experience in public sector or educational environment preferred.

Created: 03/21

CAPISTRANO UNIFIED SCHOOL DISTRICT
San Juan Capistrano, California

DIRECTOR II, FOOD AND NUTRITION SERVICES

DEFINITION

Under general direction of the Assistant Superintendent, Fiscal Services, the Director II, Food and Nutrition Services supports the educational programs of the District by directing and managing the day-to-day operation and oversight of the District's Food and Nutrition Services Department.

EXAMPLES OF DUTIES

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

1. Direct, plan and organize the district's nutrition programs to provide specialized food services and healthy meals daily to students ensuring compliance with all required state and federal agency guidelines, rules and regulations.
2. Develop and implement department policies, practices and standards accordingly to District and school objective ensuring nutritional quality and compliance with health requirements.
3. Plan and evaluate breakfast and lunch menus following established guidelines and patterns.
4. Direct the development of food and equipment specifications, procurement requirements, and the testing of new food service, products, supplies, and equipment.
5. Establish guidelines for menu planning.
6. Meet with and may address a variety of groups, including employees, school administrators, officials of public agencies, and community organizations to disseminate information regarding the district's food service program.
7. Evaluate trends in school lunch sales and costs and make improvements based on available data.
8. Collaborate with District staff, school site staff and vendors to implement improvements in operations.
9. Direct the training, supervision, and management of meal preparation and service personnel.
10. Consult in the development of kitchen and cafeteria plans for new and remodeled facilities.
11. Conduct training of Food Service Supervisors to develop work schedules and production standards, prepare quality meals and understand and use record keeping and ordering systems in accordance with district direction.
12. Plan, schedule and coordinate special events which use cafeteria facilities.
13. Prepare a variety of food service records and reports.
14. Conduct staff meetings and related training to promote alignment and continuity of curriculum and identify and encourage leadership potential.
15. Participate in budget planning activities, and develop expenditure review and control procedures to ensure fiscal solvency.
16. Direct, supervise, observe, assess, and evaluate site personnel performance ensuring all staff members adhere to District, state and federal educational and professional standards.
17. Participate in personnel management systems, including the recruitment, selection, retention and separation of personnel.

EXAMPLES OF DUTIES (Continued)

18. Confer with site personnel in resolving rights disputes which may include conducting formal hearings.
19. Plan, develop, and implement effective administrative support systems and delegate appropriate areas of responsibility to subordinates.
20. Attend professional learning and conference opportunities regarding District business and other topics relevant to this position, and other professional meetings.

QUALIFICATIONS

Knowledge of: Applicable sections of State Education Code and other applicable laws and collective bargaining agreements; practices and procedures of efficient organization and supervision; practices, procedures, techniques, and strategies for determining operational effectiveness; principles and practices of supervision and training; result and performance evaluation techniques pertaining to program and personnel performance effectiveness; human relations, conflict resolution strategies and team building principles and techniques; record-keeping and report preparation techniques; effective oral and written communication skills; principles and methods of large-scale food service management; modern production kitchen equipment, practices and meal preparation methods; state school student nutrition programs; sanitation and employee safety regulations; equipment utilization, maintenance and repair; foods, products, and food preparation methods; financial record keeping procedures.

Ability to: Direct the functions and activities of a Food and Nutrition department for a school district; demonstrate effective, organizational, and administrative leadership; read, interpret, apply, and explain rules, regulations, policies, and procedures; supervise, evaluate and discipline subordinates; establish and maintain professional relationships with pupils, parents, community members, colleagues and staff; analyze and evaluate data for specific use; demonstrate organizational, time management, analytical and problem solving skills; communicate effectively both orally and in writing using tact, and diplomacy; train and instruct others in performance of their duties; understand and carry out oral and written instructions; use interpersonal skills with tact, patience and courtesy; maintain confidentiality; prioritize workload and conflicting demands; establish and maintain records; plan and administer a large scale food program; comply with the District's customer service standards, as outlined in Board Policy.

Education: Master's degree from an accredited college or university in a related field.

Experience: Six years of progressively responsible professional experience in a large scale food service production facility including three years of successful experience in a management or supervisory position. Experience in a public sector or educational environment preferred.

License: Valid ServSafe Certificate and a valid California Driver's License.

CAPISTRANO UNIFIED SCHOOL DISTRICT
San Juan Capistrano, California

EXECUTIVE DIRECTOR, MAINTENANCE AND OPERATIONS/TRANSPORTATION

DEFINITION

Under direction of the Chief Facilities Officer, the Executive Director, Maintenance and Operations/Transportation supports the educational programs of the District by directing, managing, supervising and coordinating the daily activities and functions related to maintenance and operational management of District facilities, equipment and furniture, and the coordination of all pupil transportation and vehicle maintenance operations..

EXAMPLES OF DUTIES

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

1. Develop and implement objectives, policies, and short and long-range strategies and plans related to meeting the District's maintenance and operational needs in compliance with all applicable codes, laws and regulations, District standards, contract terms and conditions. Develop and implement fleet priority repair and maintenance schedules.
2. Direct, plan, inspect and monitor the District work force (custodial, grounds, skilled trade personnel) and contractors/vendors to provide cost-effective maintenance and repairs and ensure that appropriate standards of performance are maintained.
3. Oversee the maintenance and repair of all District facilities, equipment and furniture, including cleaning and grounds maintenance at all District sites. Oversee the maintenance of District fleet vehicles and maintain vehicle safety and inspection programs.
4. Ensure projects are completed in a timely manner, within cost parameters and in compliance with applicable codes, laws and regulations, District standards, contract terms and conditions.
5. Participate in budget planning activities, and develop expenditure review and control procedures to ensure an appropriate and cost beneficial/effective operations. Control and authorize expenditures in accordance with established limitations.
6. Collaborate with District, Management, Department, and School Site staff to implement improvements in operations. Provide technical expertise and assistance with a variety of complex maintenance, operations and trades projects.
7. Oversee the maintenance of a comprehensive system to track maintenance and repair needs and work requests. Oversee the acquisition of materials, supplies, and equipment related to pupil transportation functions.
8. Ensure maintenance of proper inventory and asset maintenance and management systems for tools, supplies, equipment, etc.
9. Promote safe and efficient school facilities and services through collaboration with other District managers.
10. Prepare and maintain a variety of reports, records and files related to assigned activities and personnel.
11. Participate in personnel management systems, including the recruitment, selection, retention and separation of personnel.
12. Evaluate, supervise and counsel members of staff to improve employee performance ensuring staff adheres to District, state, and federal educational and professional standards

13. Keep up-to-date with trends or developments in, and evaluate and recommend adoption of new procedures and types of material or equipment used in the maintenance work in the District.
14. Plan, develop, and implement effective administrative support systems and delegate appropriate areas of responsibility to subordinates.
15. Provide support to the Chief Facilities Officer with one-time, long-term or on-going special projects as needed.
16. Prepare a variety of reports and clearly present information to the Board of Trustees, District personnel, community groups, residents, outside agencies, and other groups with respect to maintenance and operation of District facilities.
17. Respond, maintain and evaluate services as needed due to emergencies, District functions, vandalism, system failure, overtime and shift work and other off-hours needs.
18. Attend professional learning and conference opportunities regarding District business and other topics relevant to this position, and other professional meetings.

QUALIFICATIONS

M&O

Knowledge of: Applicable sections of State Education Code and other applicable laws and collective bargaining agreements; practices and procedures of efficient organization and supervision; practices, procedures, techniques, and strategies for determining operational effectiveness; principles and practices of supervision and training; result and performance evaluation techniques pertaining to program and personnel performance effectiveness; human relations, conflict resolution strategies and team building principles and techniques; record-keeping and report preparation techniques; effective oral and written communication skills; equipment, materials, and supplies commonly utilized in the various building and mechanical trades; safe and sanitary working methods and procedures.

Ability to: Direct, manage and lead the functions and activities of student transportation services, and a maintenance and operations department, for a school district; demonstrate effective, organizational, and administrative leadership; read, interpret, apply, and explain rules, regulations, policies, and procedures; supervise, evaluate and discipline subordinates; establish, maintain and nurture professional relationships with parents, community members, students, management, colleagues, staff and school related outside agencies; analyze and evaluate data for specific use; demonstrate organizational, time management, analytical and problem solving skills; communicate effectively both orally and in writing using tact and diplomacy; train and instruct others in performance of their duties; understand and carry out oral and written instructions; use interpersonal skills with tact, patience and courtesy; maintain confidentiality; prioritize workload and conflicting demands; establish and maintain records; comply with the District's customer service standards, as outlined in Board Policy.

Education: College degree or equivalent industry experience.

Experience: Six years of progressively responsible professional experience in the maintenance and operations, and student transportation operations fields including four years of successful experience in a management or supervisory position. Experience in public sector or educational environment preferred. Experience may be substituted for equivalent years of education.

CAPISTRANO UNIFIED SCHOOL DISTRICT
San Juan Capistrano, California

MANAGER I, FIELD SERVICES

DEFINITION

Under the direction of the Manager II, Technical Services, the Manager I, Field Services supports the educational programs of the District by managing, planning, and organizing the day-to-day operations of technical services provided to departments and sites.

EXAMPLES OF DUTIES

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

1. Oversee the management, installation, repair and maintenance of hardware, software, and network technology.
2. Manage a variety of projects from beginning to end.
3. Confer with site administrators and staff providing technical assistance.
4. Track and analyze hardware and software trends and needs through the District.
5. Coordinate and communicate with sites, vendors, and the purchasing department for technology quotes and purchases.
6. Manage and organize incoming and outgoing equipment to ensure accuracy, completeness and conditions of items for conformity to purchase order specifications.
7. Participate in the development and implementation of departmental goals, objectives, priorities, standards, and procedures.
8. Enforce District technology and security policies and standards.
9. Perform need assessments, feasibility planning and other research and make recommendations as appropriate.
10. Keep up-to-date with trends, changes and developments in technology.
11. Establish, maintain and nurture professional relationships with management, colleagues, staff, and school related outside agencies.
12. Evaluate, supervise and counsel members of classified staff to improve employee performance ensuring staff adhere to District, state and federal professional standards.
13. Prepare and maintain a variety of reports, records and files related to assigned activities and personnel.
14. Participate in personnel management systems, including the recruitment, selection, retention and separation of personnel.
15. Attend professional learning and conference opportunities regarding District business and other topics relevant to this position, and other professional meetings.

QUALIFICATIONS

Knowledge of: Applicable sections of State Education Code and other applicable laws and collective bargaining agreements; current computer network technology; basic industry-standard networking principles and practices including networking protocols; PC and Apple hardware and software, networking equipment and other peripherals; procedures and practices regarding procurement and

QUALIFICATIONS (Continued)

Knowledge of: disbursement of supplies and equipment; methods used in receiving, inspecting, storing, issuing, replenishing, inventorying, and delivering materials, supplies and equipment; methods, tools and equipment used in the installation and service of hardware and software; Microsoft Active Directory Services, and virtualization technologies; practices and procedures of efficient organization and supervision; practices, procedures, techniques, and strategies for determining operational effectiveness; principles and practices of supervision and training; result and performance evaluation techniques pertaining to program and personnel performance effectiveness; human relations, conflict resolution strategies and team building principles and techniques; record-keeping and report preparation techniques; principles and techniques for project planning, effective oral and written communication skills.

Ability to: Assist with managing and leading the functions and activities in the technical services division of a school district; demonstrate effective, organizational, and administrative leadership; read, interpret, apply, and explain rules, regulations, policies, and procedures; supervise, evaluate and discipline subordinates; analyze and evaluate data for specific use; demonstrate organizational, time management, analytical and problem solving skills; communicate effectively both orally and in writing using tact and diplomacy; train and instruct others in performance of their duties; understand and carry out oral and written instructions; use interpersonal skills with tact, patience and courtesy; maintain confidentiality; prioritize workload and conflicting demands; establish and maintain records; comply with the District's customer service standards, as outlined in Board Policy.

Education: Graduation from high school or equivalent. Coursework in computer and network operations. Associate's degree from an accredited college or university in a related field preferred.

Experience: Five years of professional, increasingly responsible experience in a multi-site networked environment including one year of supervisory or lead experience. Experience in public sector or educational environment preferred.