

**Temecula Valley Charter School**  
**Director of Educational and Student Support Services**

**JOB TITLE:** Director of Educational and Student Support Services

Under direction of the Superintendent, is responsible for implementation and coordination of instructional programs, curriculum, assessment programs, federal program accountability, technology integration, supervision of certificated and classified professional development and parent/volunteer education programs to ensure the ongoing implementation of high standards of instructional practice, assistance and services; consults with office administration regarding students, staff, programs, finances and legal requirements; promotes effective relationships between the school and the community members to enhance a collaborative learning environment to promote student achievement. Assists the Superintendent in meeting and maintaining all compliance objectives for state and federally-funded projects/programs in accordance with project guidelines and in cooperation with principals, coordinators, teachers, parents and committees; interprets local, state and federal policies and regulations; consults with administration regarding students, staff, programs, finances and legal requirements; promotes effective relationships between the school and the community members to enhance a collaborative learning environment to promote student achievement. Directs the administration of the school's special education department, academic intervention programs, expanded learning opportunity program (ELOP), and school counseling services in conformance with school, county, and state objectives and regulations.

**REPORTS TO:** Superintendent

Work Year: 12 months

Salary Range: 133,000-158,000

**STATUS:** Salary, Exempt

**ADMINISTRATIVE DUTIES AND RESPONSIBILITIES:**

- Provides leadership and coordination in the development of content standards, assessment systems and resources for all educational programs and supervises the work of curriculum coordinators. •
- Directs the review of instructional methods, textbooks, materials, equipment, and support systems for the instructional programs.
- Supervises the planning implementation and monitoring of State and Federal requirement under Educational Services and Student Services.
- Facilitates and oversees the implementation and monitoring of school wide safety plans and emergency operations regarding students.
- Directly responsible for the supervision of assigned classified and certificated staff and programs
- Verifies and records actions and endeavors related to compliance with the charter, strategic plans, Local Control Accountability Plan (LCAP), goals, and other objectives; compiles and provides documentation in support of same; assists administration with drafting of reports and documents
- Oversees the Special Education Programs, Counseling Program, Student Support Programming, Student Study Teams/Beyond SST, ROAR, and ELOP

- Assists in developing programs to support effective discipline and positive attendance
- Provides Staff Training for Student Study Team Meetings and 504 planning
- Serve as the Admin on Record for Student Support Teams
- Facilitates IEP meetings and ensures staff are properly prepared for IEP meetings
- Works with teachers and staff to ensure accurate IEP paperwork timelines, TOMS and the SEIS database
- Ensures compliance with the required maintenance of student records
- Facilitates training for employees regarding IDEIA and other applicable law
- Supports the Principal as needed to sustain the school's programs
- Reports sensitive cases to the Superintendent and Principal
- Fosters trust among his/her staff to promote a conducive learning environment
- Supervises and evaluates the Student Support site personnel
- Collaborates with administration to ensure compliance with Federal, State, local, and authorizer requirements
- Collaborates with administration for CALPADS and other State, Federal and local reporting
- Collaborates with Executive Director on the budget planning and financial sustainability of the Student Support department
- Compile and prepare data for CA Student Profile in coordination with School Counselor
- Mentors Student Support faculty and departments
- Executes his/her job with integrity and fairness, to support a healthy and equitable school culture
- Works with the SELPA to support TVCS needs and to ensure compliance
- Participates in trainings to stay current with best educational practice and theory
- Fosters an environment where teachers and Student Support staff work collaboratively together
- Develops systems to collect and analyze data in order to inform instruction

#### Other Essential Duties

- Plays a significant leadership role in providing and fostering professional learning and building of staff morale throughout the school. •
- Assists in developing school and community cooperative projects.
- Plans, organizes, and implements, with and through staff, a system for providing instructional resources which are linked to the curriculum, and which include media, textbook and supplies resulting in facilitation of the total instructional program.
- Coordinates an instructional improvement program which will bring about effective instructional practices that lead to higher student achievement.
- Prepares regular reports to the Governing Board and the Superintendent about the quality and effectiveness of the school's instructional program.
- Directs, coordinates, and evaluates LCAP, School Improvement Programs, Title I, Title II, Title III, Title IV, Bilingual Education, etc.
- Prepares necessary reports and data to comply with requirements of outside agencies concerning the Education Services Department.
- Serves on the Executive Cabinet: participates in Administrative Meetings, attends Governing Board meetings as a resource to the Governing Board.
- Assists in resolving complaints about school operations.

BOARD APPROVED: 3-10-2025