



FONTANA UNIFIED SCHOOL DISTRICT
9680 Citrus Avenue
Fontana, California
Web Site Address: www.fusd.net

BOARD OF EDUCATION SPECIAL MEETING

AGENDA

DATE: May 13, 2004
TIME: 5:30 P.M. - Closed Session
6:00 P.M. - Special Meeting / Governance Services Workshop
PLACE: John D. Piazza Education Center
9680 Citrus Avenue, Fontana, California

I CALL TO ORDER

PLEDGE OF ALLEGIANCE TO THE FLAG

II OPPORTUNITY FOR PUBLIC COMMENT ON AGENDA ITEMS

The Governing Board welcomes and encourages public comments. Members of the public may comment on items included on this agenda; however we ask that you limit your comments to five (5) minutes so that as many as possible may be heard. (Education Code §35145.5, Government Code §54954.3)

III ADJOURN TO CLOSED SESSION

A. PERSONNEL MATTERS

1. Public Employee Discipline/Dismissal/Release - Pursuant to Government Code Section 54957

IV SPECIAL MEETING

2. Action:
Public Report of any action taken in Closed Session

V PUBLIC COMMENTS – SUGGESTIONS AND COMMENTS FROM VISITORS

NOTICE TO THE PUBLIC: Persons wishing to speak to the Board of Education regarding any item are requested to fill out the WHITE cards available on the tables in the Foyer and give them to the Clerk of the Board.

At this time the President will review the agenda items and ask for comments from visitors. Comments on items other than those on the agenda are also welcomed. This is a time for the Board of Education to hear comments from the public. They are restricted from responding directly to the comments, but speakers are assured that their comments are very important and will be addressed in a different forum. This is not meant to be a debating period. Complaints and problems relating to policy matters will be referred to the Superintendent. Further comments may be recognized by the Chairman during the meeting.

Persons who have complaints against board members or staff are encouraged to seek resolution of those complaints by utilization of the Fontana Unified School District Written complaint procedure rather than orally addressing them at a meeting. Speakers are cautioned that under California law no person is immune from liability for making intentionally false or defamatory comments regarding any person simply because those comments are made at a public meeting.

The Board of Education receives its agenda and other pertinent information on such a timeline prior to the meeting to provide opportunity for review of this material prior to taking action.

It would be helpful if the speaker would provide their name, city of residence and whether or not they have any children in the Fontana Unified School District.

VI DISCUSSION/ACTION SESSION

A. PERSONNEL

3. Adoption of Resolution (Ref. A) DISCUSSION
Motion: On motion made by _____, seconded by and/or
_____, and carried, the Board adopted Resolution 04- ACTION
41 terminating services of certificated employee as a
result of reduction of particular kinds of services, and
directed the Superintendent or designee to give
appropriate notice pursuant to Education Code
sections 44955 and 44949 as submitted in Reference A
of the agenda.
Motion passed _____ Ayes _____ Nays _____

4. Certificated Personnel Recommendations (Ref. B) DISCUSSION
Motion: On motion made by _____, seconded by and/or
_____, and carried, the Board approved the creation of ACTION
the positions of Director, Assessment and Evaluation;
Director, Child Welfare and Attendance; Director,
Early Education; Director, Elementary Education;
Director, English Language Learners; Director,
Secondary Education; and Director, Technology; and
approved job descriptions relative to these positions as
submitted in Reference B of the agenda.
Motion passed _____ Ayes _____ Nays _____

VII GOOD BEGINNINGS BOARD DEVELOPMENT ACTIVITY

VIII ADJOURNMENT

FONTANA UNIFIED SCHOOL DISTRICT

Human Resources

ITEM TITLE: Resolution for Reduction of Services – Certificated Employees

BOARD OF EDUCATION MEETING: 5/13/04

- ACTION/CONSENT
- ACTION/DISCUSSION
- INFORMATION
- DISCUSSION

BACKGROUND:

Due to the reduction or elimination of particular kinds of services approved by the Board on March 3, 2004, the legal number of certificated employees of the District is to be reduced by layoff. Pursuant to Education Code section 44949, subdivision (c)(3), after a hearing on the matter and receipt of a proposed decision from an Administrative Law Judge, the Board shall make the final determination as to the disposition of the layoff. The Board has determined that funding exists to support the retention of the Elementary Counselors previously identified for layoff.

FISCAL IMPLICATION:

Undetermined.

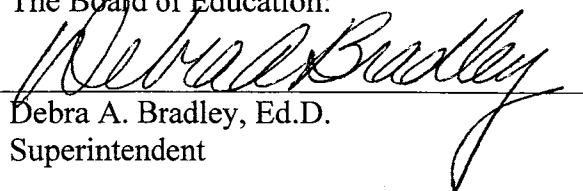
RECOMMENDATIONS:

Adopt Resolution 04-41 terminating services of the certificated employee named therein as a result of reduction of particular kinds of services, and directing the Superintendent or designee to give appropriate notice pursuant to Education Code sections 44955 and 44949.

Submitted by:

Marilyn J. Corey
Interim Associate Superintendent
Human Resources

Approved for submission to
The Board of Education:


Debra A. Bradley, Ed.D.
Superintendent

FONTANA UNIFIED SCHOOL DISTRICT

**RESOLUTION TERMINATING SERVICES OF CERTIFICATED
EMPLOYEES AS A RESULT OF REDUCTION OR
DISCONTINUATION OF PARTICULAR KINDS OF SERVICES
(ACTING UPON PROPOSED DECISION OF ADMINISTRATIVE LAW JUDGE)**

RESOLUTION NO. 04-41

WHEREAS, on or before March 3, 2004, the Superintendent or the Superintendent's designee and/or representative(s) served notice to this Board recommending that various employees, including those listed in the Final Layoff List attached hereto, receive notice that their services will not be required for the ensuing 2004-05 school year, pursuant to Education Code sections 44949 and 44955;

WHEREAS, on March 3, 2004, this Board adopted Resolution No. 04-19 to reduce or discontinue various particular kinds of certificated services not later than the beginning of the 2004-05 school year, as described and set forth therein;

WHEREAS, the particular kind of services to be reduced or discontinued as described and set forth in Resolution No. 04-19 are determined to be particular kinds of services within the meaning of Education Code section 44955;

WHEREAS, the particular kinds of services referenced in Resolution No. 04-19 will be reduced or discontinued within the meaning of Education Code section 44955 not later than the beginning of the 2004-05 school year;

WHEREAS, on or before March 15, 2004, the Superintendent or the Superintendent's designee and/or representative(s) served notices to various certificated employees, including those listed in the Final Layoff List, that it has been recommended that their services will not be required for the ensuing 2004-05 school year, pursuant to Education Code sections 44949 and 44955;

WHEREAS, the notices served upon those various certificated employees, including those listed in the Final Layoff List, advised each of them that they may request a hearing to determine if there was cause for not reemploying them for the ensuing 2004-05 school year, and that if they failed to timely request a hearing, that failure shall constitute a waiver of the right to a hearing;

WHEREAS, various employees timely requested a hearing, and accordingly an evidentiary hearing was held on April 29, 2004, pursuant to Education Code sections 44955 and 44949 before an Administrative Law Judge, who submitted a proposed decision related to those proceedings;

WHEREAS, this Board has received and considered the proposed decision of the Administrative Law Judge, a copy of which is attached hereto, and any arguments submitted by or on behalf of the parties regarding that proposed decision;

WHEREAS, the proposed decision endorsed the layoff with respect to the individuals named therein, some of which individuals are identified in the Final Layoff List;

WHEREAS, Education Code section 44949, subdivision (c)(3), provides that this Board shall make the final determination as to the sufficiency of the cause and disposition of the layoff;

WHEREAS, Education Code section 44955, subdivision (c), requires final Board action and notifications to employees no later than May 14, unless that date is extended within a hearing pursuant to Education Code section 44949, subdivision (e);

WHEREAS, the services of no permanent or other employee are being terminated, in whole or in part, while any probationary employee or any other employee with less seniority is being retained to render a service which the permanent or other employee is certificated and competent to render, within the meaning of, and except as permitted by, Education Code section 44955; the individuals whose employment is being terminated, in whole or in part, are not certificated and competent (within the meaning of, and except as permitted by, Education Code section 44955) to render the service being performed by any employee with less seniority who is being retained;

WHEREAS, the jurisdictional and statutory prerequisites have been satisfied as to the individuals named in the Final Layoff List, to the extent required by law; sufficient cause exists for each employee's termination of employment after consideration of facts including but not limited to each employee's seniority and scope of credentials; and that cause relates to the welfare of the schools and the pupils thereof within the meaning of Education Code section 44949, subdivision (c)(3), to the extent that provision applies; and

WHEREAS, rights to reemployment pursuant to Education Code section 44956 shall be provided to certificated employees whose services were terminated as a result of this layoff;

NOW, THEREFORE, BE IT RESOLVED that this Board accepts the proposed decision of the Administrative Law Judge and adopts as its own that proposed decision;

BE IT FURTHER RESOLVED that the employment of each of the certificated employees named in the Final Layoff List is hereby terminated effective upon the close of the current school year (i.e., the end of each employee's last working day prior to July 1, 2004);

BE IT FURTHER RESOLVED that this decision is effective immediately and that those certificated employees named in the Final Layoff List shall be given appropriate notice by the Superintendent or the Superintendent's designee(s) and/or representative(s) of the termination of their services, with those notices to be given on or before May 14, 2004, in the manner prescribed by law; and finally

BE IT FURTHER RESOLVED that reemployment rights shall be afforded in accordance with and to the extent applicable by the Education Code, if and when reemployment is available.

PASSED AND ADOPTED at a special meeting of the Board of Education held on May, 13, 2004.

BOARD OF EDUCATION OF THE
FONTANA UNIFIED SCHOOL DISTRICT

Ayes: _____
Noes: _____
Absent: _____

Dated: May __, 2004

D. Wayne Ruble, Ed. D. President
Board of Education

I hereby certify under penalty of perjury that the foregoing is a full, true, and correct copy of the Board Resolution duly adopted by the Board of Education on May __, 2004.

Dated: May __, 2004

Debra Bradley, Ed. D.
Superintendent

FONTANA UNIFIED SCHOOL DISTRICT

FINAL LAYOFF LIST

The following certificated personnel will receive a layoff notice:

Sherwood, Gregg

**BEFORE THE
GOVERNING BOARD OF THE
FONTANA UNIFIED SCHOOL DISTRICT
STATE OF CALIFORNIA**

In the Matter of the Employment Status of:

Certificated Employees Listed in Exhibit A,

Respondents.

OAH No. L2004030275

PROPOSED DECISION

Vallera J. Johnson, Administrative Law Judge, Office of Administrative Hearings, State of California, heard this matter in Riverside, California on April 29, 2004.

Mark W. Thompson, Esq., Atkinson, Andelson, Loya, Ruud & Romo, represented the Fontana Unified School District.

Emma Leheny, Esq., Rothner, Segall & Greenstone, represented Respondents Rachelle Benavides, Cheryl Gonzales, Debra Hornaday, Melia Kiggins, Stacey Koolis, Beverly McConnell, Robert Nava and Eduardo Valencia.

The matter was submitted on April 29, 2004.

FACTUAL FINDINGS

1. On March 5, 2004, Debra A. Bradley, Ed.D., Superintendent (Superintendent), Fontana Unified School District (District), made and filed the Accusation in her official capacity.

2. Respondents listed in Exhibit A are probationary or permanent certificated employees of the District.

3. In accordance with Education Code sections 44949 and 44955, on March 3, 2004, the Superintendent notified the Governing Board of the Fontana Unified School District (Board) and Respondents that she recommended that notice be given to Respondents that their services would not be required for the ensuing school year.

On March 3, 2004, the Board adopted Resolution No. 04-19, Reduction of Services, reducing or eliminating particular kinds of services for the ensuing school year.

On or before March 15, 2004, the District served Respondents with written notice, in accordance with Education Code section 44949.

The written notice of termination stated that each Respondent's services would not be required for the 2004-05 school year and set forth the reasons for the recommendation. The recommendation that each Respondent be terminated from employment was not related to his/her competency as a teacher.

In addition, the notice advised Respondents of the right to hearing, that the request for hearing must be delivered to the Board of Education on or before March 29, 2004, not less than seven days after the date the notice of termination was served upon them, and that the failure to request a hearing would constitute the waiver of the right to a hearing.

With the exception of Respondent Gregg Sherwood, each Respondent filed a written Request for Hearing and Notice of Defense, to determine if there was cause for not reemploying each Respondent for the ensuing year.

Respondent Gregg Sherwood did not file a Request for Hearing and/or Notice of Defense and thereby waived his right to hearing.

With the exception of Respondent Gregg Sherwood, an Accusation was timely served on each Respondent.

4. All prehearing jurisdictional requirements were satisfied.

5. The Board took action to reduce or eliminate the following particular kinds of certificated services commencing in the 2004-05 school year:

<u>Particular Kind of Service</u>	<u>Full-Time Equivalent</u>
Elementary Counselors	9 FTE
High School Building Construction Teacher	1 FTE

The proposed reductions total 10.0 full-time equivalent (FTE) positions.

6. Respondents assert that the District is reducing the elementary counselor positions, not elementary counseling services because these services will be provided by site administrators or classroom teachers. Sherri Black, the District's Director of Certificated Human Resources, described the general duties of elementary counselors, e.g., to meet with students, identified by the principal or teachers, regarding behavioral or academic issues, and to make presentations to small groups of students in the classroom on topics such as anger management or conflict resolution. During the 2004-05 school year, it is anticipated that site

administrators and teachers will provide some but not all of the counseling services to the students. There will be a reduction of services provided by fewer employees in a different manner. Given the foregoing, Respondents' argument is found to be without merit and therefore rejected.

7. The services that the District proposed to reduce were "particular kinds of services" that could be reduced or discontinued within the meaning of Education Code section 44955. The Board's decision to reduce or discontinue these particular kinds of services was not arbitrary or capricious but constituted a proper exercise of discretion.

8. The reduction or discontinuance of particular kinds of services related to the welfare of the schools and its pupils and was necessary to decrease the number of certificated employees of the District, as determined by the Board.

9. Between the employees who first rendered paid service to the District on the same date, the Board determined their order of termination solely on the basis of needs of the District and the students. The Board adopted specific criteria and provided instructions for implementation of the criteria. The order of termination is based on the needs of the District and its students. Respondents Eduardo Valencia, Debra Hornaby and Cheryl Gonzales have the same first date of paid service, i.e., March 21, 2003, are temporary employees and are being laid off simultaneously.

Respondents argued that the District adopted tie-breaker criteria but did not establish an actual list of termination order for Respondents Eduardo Valencia, Debra Hornaby and Cheryl Gonzales. Education Code section 44955(b) is applicable to probationary and permanent employees and requires the District to establish an order of termination, not a list. In this case, no evidence was offered regarding the application of the criteria to Respondents Eduardo Valencia, Debra Hornaby and Cheryl Gonzales. Therefore it cannot be determined whether the application of the criteria would result in a termination order. More significantly, as temporary employees, the District is not required to afford the rights set forth in Education Code section 44955(b) to them. Respondents Eduardo Valencia, Debra Hornaby and Cheryl Gonzales were properly given notice that their services would not be required for the ensuing school year.

No Respondent was terminated as a result of the application of the tie-breaker criteria.

10. No certificated employee junior to any Respondent has been retained to perform any services that any Respondent was certificated and competent to render.

LEGAL CONCLUSIONS

1. Jurisdiction in this matter exists under Education Code sections 44949 and 44955. All notices and jurisdictional requirements contained in those sections were satisfied.

2. A District may reduce services within the meaning of section 44955, subdivision (b), "either by determining that a certain type of service to students shall not, thereafter, be performed at all by anyone, or it may 'reduce services' by determining that proffered services shall be reduced in extent because fewer employees are made available to deal with the pupils involved." *Rutherford vs. Board of Trustees* (1976) 64 Cal.App.3d 167, 178-179.

3. Cause exists under Education Code sections 44949 and 44955 for the Fontana Unified School District to reduce or discontinue particular kinds of services. The cause for the reduction or discontinuance of particular kinds of services is related solely to the welfare of the schools and the pupils thereof.

4. A senior teacher whose position is discontinued has the right to transfer to a continuing position which he or she is certificated and competent to fill. In doing so, the senior employee may displace or "bump" a junior employee who is filling that position. *Lacy vs. Richmond Unified School District* (1975) 13 Cal. 3d 469. Junior teachers may be given retention priority over senior teachers if the junior teachers possess superior skills or capabilities which their more senior counterparts lack. *Poppers vs. Tamalpais Union High School District* (1986) 184 Cal.App.3d 399; *Santa Clara Federation of Teachers, Local 2393 vs. Board of Santa Clara Unified School District* (1981) 116 Cal.App.3d 831.

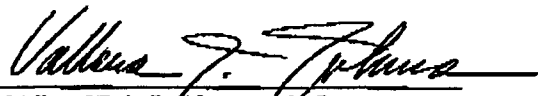
5. No employee with less seniority than any Respondent is being retained to render a service which any Respondent is certificated and competent to render.

ORDER

1. The Accusation served on Respondents Rachelle Benavides, Cheryl Gonzales, Debra Hornaday, Melia Kiggins, Stacey Koolis, Beverly McConnell, Robert Nava, Gregg Sherwood and Eduardo Valencia is sustained. Notice shall be given before May 15, 2004 that their services will not be required for the 2004-05 school year because of the reduction or discontinuance of particular kinds of services as indicated.

2. Notice shall be given in inverse order of seniority.

DATED: May 6, 2004


VALLERA J. JOHNSON
Administrative Law Judge
Office of Administrative Hearings

FONTANA UNIFIED SCHOOL DISTRICT

EXHIBIT "A"

The following certificated personnel will receive a layoff notice:

Rachelle Benavides
Stacey Koolis
Beverly McConnell
Robert Nava
Gregg Sherwood

The following certificated personnel will receive a precautionary layoff notice:

Cheryl Gonzales
Debra Hornaday
Melia Kiggins
Eduardo Valencia

FONTANA UNIFIED SCHOOL DISTRICT

FINAL LAYOFF LIST

The following certificated personnel will receive a layoff notice:

Sherwood, Gregg

FONTANA UNIFIED SCHOOL DISTRICT

ITEM TITLE Certificated
Personnel Recommendations
(Special Meeting)

BOARD OF EDUCATION 5/13/04

- ACTION/CONSENT
- ACTION
- INFORMATION
- DISCUSSION

CREATION OF POSITIONS AND APPROVAL OF JOB DESCRIPTIONS

Create 1 position:

Position: Director, Assessment and Evaluation
Salary: Management, Range 7
Location: Educational Services
Effective: 7/1/04

Approve attached Job Description.

Create 1 position:

Position: Director, Child Welfare and Attendance
Salary: Management, Range 7
Location: Educational Services
Effective: 7/1/04

Approve attached Job Description.

Create 1 position:

Position: Director, Early Education
Salary: Management, Range 7
Location: Educational Services
Effective: 7/1/04

Approve attached Job Description.

Create 1 position:

Position: Director, Elementary Education
Salary: Management, Range 7
Location: Educational Services
Effective: 7/1/04

Approve attached Job Description.

Create 1 position:

Position: Director, English Language Learners
Salary: Management, Range 7
Location: Educational Services
Effective: 7/1/04

Approve attached Job Description.

Certificated Personnel Recommendations

Page 2 of 2

May 13, 2004

Create 1 position:

Position: Director, Secondary Education

Salary: Management, Range 7

Location: Educational Services

Effective: 7/1/04

Approve attached Job Description.

Create 1 position:

Position: Director, Technology

Salary: Management, Range 7

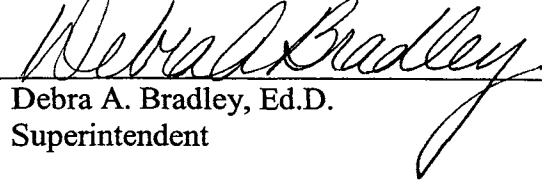
Location: Educational Services

Effective: 7/1/04

Approve attached Job Description.

Submitted by:

Approved for submission to
The Board of Education:



Marilyn J. Corey
Interim Associate Superintendent, Human Resources

Debra A. Bradley, Ed.D.
Superintendent

FONTANA UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: Director, Assessment and Evaluation

CATEGORY: Educational

REPORTS TO (BY TITLE): Associate Superintendent , Educational Services

SALARY RANGE: Management Range 7

DESCRIPTION:

Plan, organize, monitor and direct the administration, analysis of district and state assessment. Plan, implement, monitor and analyze the District's educational research and evaluation program. Responsible for the collection of student data, maintenance of student data system and dissemination relative to student performance throughout the District. Implement and monitor the development and administration of local assessment.

PERFORMANCE RESPONSIBILITIES (ESSENTIAL FUNCTIONS):

- Maintain a longitudinal collection of data to be used for regularly reporting purposes to state and federal agencies, or for decision making functions within the District.
- Develops a system for monitoring impact of educational reform programs on student achievement.
- Responsible for collecting, processing and distributing district's student performance data.
- Develop and maintain a system of high quality district assessment, which provides useful evidence for the evaluation and modification of educational programs.
- Analyze test results of students to identify successful strategies and programs.
- Design and maintain a formative and summative evaluation process for grants, programs, curriculum and other District functions.
- Provide periodic assessment information regarding the achievement status of pupils.
- Assist in the development of program goals and monitoring and comparing program progress with baseline data and goals.
- Develops and supervises intervention and retention monitoring program at the school site level.
- Prepare research summaries and data analyses which provide evidence useful to the evaluation and modification of educational programs.
- Format student performance data for State and Federal Projects reports, grant applications, grant evaluations and program evaluations.
- Assist in preparation of proposals for categorical aid programs and complete required data collection forms from state and federal government.
- Help site and district personnel process data according to their needs.
- Perform other duties related to collecting, processing and distributing district's student performance data as needed.

- Supervise clerical personnel as they assist in processing of student performance data.
- Oversee the implementation of the collective bargaining agreements for certificated and classified employees as they relate to personnel supervised.
- Assist in the development of in-service education programs for administrators, teachers, counselors and other personnel.
- Select, supervise, train and evaluate assigned administrative, professional and clerical staff.
- Perform other duties as needed relative to collecting, processing, analyzing and distributing student data.
- Direct and coordinate the evaluation functions for categorical programs.
- Provide in-service to District staff in areas of expertise, including data collection, analysis, evaluation and interpretation.
- Plan, direct and report District and State assessment programs.
- Prepare demographic reports as necessary.
- Develop and administer needs assessment instruments.
- Assist teachers in test interpretation
- Prepare the testing calendar.
- Administer budget management for the department.
- Supervise the preparation of School and District Accountability Report Cards.

QUALIFICATIONS:

Credentials and Experience:

- Teaching credential and California Administrative Services credential
- Master's Degree
- School site experience

License Required:

- Possession of a valid and appropriate California Driver's License. Insurability by District Liability Insurance Carrier may be required to provide own transportation to sites during workday.

Knowledge of:

- Sound assessment practices
- Evaluation and research methodology
- Statistical analysis techniques
- Technology necessary to complete assigned tasks including but not limited to, the ability to work on a variety of computer platforms and networking systems
- State Standards and Frameworks

Ability to

- Use statistical analysis software, spreadsheet, word processing, and other appropriate software

- Apply statistics and assessment results to perform program and curricular evaluations

Incorporated within one or more of the previously mentioned performance responsibilities, which are essential functions of this job description, are the following essential physical requirements:

- Ability to work at a desk, conference table or in meetings of various configurations.
- Ability to circulate for extended periods of time.
- Ability to see for purposes of reading laws and codes, rules and policies and other printed matter and observing students.
- Ability to hear and understand speech at normal levels.
- Ability to communicate so others will be able to clearly understand normal conversation.

REGULAR WORK YEAR: 220 Days

FONTANA UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: Director, Child Welfare and Attendance

CATEGORY: Educational

REPORTS TO: Associate Superintendent, Educational Services

SALARY RANGE: Management Range 7

DESCRIPTION:

Coordinate the operations, activities, programs, and procedures of the Child Welfare and Attendance Office and assure compliance with applicable laws, rules, and regulations and supervise the enforcement of compulsory attendance laws.

PERFORMANCE RESPONSIBILITIES (ESSENTIAL FUNCTIONS):

- Responsible for Title IX (Sex Equity).
- Responsible for student involved Sexual Harassment/OCR Agreement.
- Process students referred for exemption, exclusion, or expulsion including collecting data and presenting to the Administrative Hearing Panel.
- Serve as the District's liaison for students and parents pertaining to "due process" rights of students, K-12.
- Interpret, apply, and explain applicable laws, rules and regulations.
- Provide training and inservice of District administrators regarding student due process.
- Provide interpretation of Education Code, Title V, Administrative Code and District policy relating to discipline and student behavior for teachers and administrators.
- Collect and process data for the California Safe School Crime Assessment.
- Coordinate training and review of the Comprehensive Safe School Plans.
- Investigate cases of truancy, excessive or unverified absence and other attendance irregularities.
- Make home calls to verify absences, addresses, living situations, child neglect, home schooling and related student welfare matters.
- Chair the District School Attendance Review Board (SARB) and represent District on gang and drug task forces.
- When necessary, file complaints against parents for failure to comply with compulsory school attendance laws.
- Represent the District in appearances in Juvenile Court or Municipal Court.
- Supervise the Child Welfare and Attendance liaisons.
- Coordinate all District counseling services.
- Coordinate District drug education programs.
- Supervise Health Services programs.
- Supervise District Enrollment Center.
- Collect and process student attendance information regarding the CalWorks Program.

- Establish and maintain inter-agency relationships with law enforcement agencies for implementation of instructional preventive programs and lines of communications to be used in emergency or other law enforcement situations.
- Coordinate requests from citizens for inter-district attendance transfer agreements between the District and other school districts.

QUALIFICATIONS:

Credentials and Experience:

- California Administrative Services Credential
- Master's Degree
- Five years of successful teaching or time spent in a recognized social agency dealing with juvenile issues.

License Required:

- Possession of a valid and appropriate California Driver's Licenses. Insurability by District Liability Insurance Carrier may be required. May be required to provide own transportation to sites during workday.

Knowledge of:

- Juvenile laws and court proceedings.
- Child Protective Services.
- Casework techniques.
- Laws governing minors, especially those related to school attendance.
- School and community resources and referral procedures.

Ability to:

- Analyze problems, identify potential solutions and make appropriate and effective decisions.
- Communicate effectively in oral and written form.
- Establish effective organizational and community relationships.
- Work in a diverse socio-economic and multicultural community.

Incorporated within one or more of the previously mentioned performance responsibilities, which are essential functions of this job description, are the following essential physical requirements:

- Ability to work at a desk, conference table or in meetings of various configurations
- Ability to see for purposes of reading laws and codes, rules and policies and other printed matter and observing students
- Ability to understand speech at normal levels
- Ability to communicate so others will be able to clearly understand normal conversation.

REGULAR WORK YEAR: 220 days

FONTANA UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: Director, Early Education
CATEGORY: Educational
REPORTS TO: Associate Superintendent, Educational Services
SALARY: Management, Range 7
WORKYEAR: 220 days

DESCRIPTION:

Possess specialized in-depth knowledge and experience in leadership in the program and fiscal administration of a variety of Early Education programs including primary responsibilities that encompass compliance and program quality assurance, fiscal management and personnel issues.

PERFORMANCE RESPONSIBILITIES (ESSENTIAL FUNCTIONS):

- ◆ Collaborate with other directors and divisions to ensure effective implementation of the district goals.
- ◆ Provide direction for Early Education programs based on legal requirements, state mandates and district direction.
- ◆ Develop programs incorporating identified needs and monitor program quality assurance including student growth and developmentally appropriate curriculum.
- ◆ Provide direction to site and district staff regarding the provision of Early Education and services.
- ◆ Collaborate and coordinate with district departments regarding Early Education programs.
- ◆ Participate in the development and recommendation of interagency agreements.
- ◆ Provide direction to the various Advisory Councils.
- ◆ Continue funding to support programs through compliance with rules and regulations.
- ◆ Complete state reports as required.
- ◆ Provide input for the development of the Early Education budget and monitor and approve all purchases within the budget.
- ◆ Provide leadership and supervision to assigned staff.
- ◆ Supervise and evaluate assigned site administrators.
- ◆ Provide direction and support in the selection and supervision of Early Education staff providing direct services to students.
- ◆ Oversee the development and implementation of the staff development program.
- ◆ Provide required fiscal and statistical monthly and annual reports.
- ◆ Determine eligibility of students for all programs through yearly enrollment process.
- ◆ Conduct yearly self-study of all grant-funded programs.
- ◆ Monitor state requirements for teachers and aides.
- ◆ Monitor all budgets for compliance and balance of funding.
- ◆ Monitor all programs for compliance to prevent loss of funding.

QUALIFICATIONS:

Credentials and Experience:

- ◆ California Administrative Services Credential
- ◆ Master's Degree
- ◆ Four years of successful teaching experience in elementary/primary education
- ◆ Previous experience in administration

Knowledge of:

- ◆ State and district focus on quality indicators
- ◆ State reporting systems including contracts, waivers, fiscal requirements and student data collection
- ◆ Funding sources and the implications for maximizing all resources
- ◆ Federal and state laws impacting all aspects in the area of Early Education
- ◆ Standards for Early Education programs including content, strategies and modifications
- ◆ Human relations strategies, conflict resolution strategies and team building techniques

Ability to:

- ◆ Demonstrate effective instructional, organizational and administrative leadership
- ◆ Empower leadership and delegate responsibilities to subordinate staff
- ◆ Analyze problems, identify potential solutions and make appropriate and effective decisions
- ◆ Establish effective organizational and community relationships
- ◆ Effectively supervise and evaluate staff and establish a positive work climate

Incorporated within one or more of the previously mentioned performance responsibilities, which are essential functions of this job description, are the following essential physical requirements:

- ◆ Ability to work at a desk, conference table or in meetings of various configurations
- ◆ Ability to circulate for extended periods of time
- ◆ Ability to see for purposes of reading laws and codes, rules and policies, and other printed matter, and observing students
- ◆ Ability to hear and understand speech at normal levels
- ◆ Ability to communicate so others will be able to clearly understand normal conversation

Bd App:

FONTANA UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: Director, Elementary Education

CATEGORY: Educational

REPORTS TO: Associate Superintendent, Educational Services

SALARY RANGE: Management Range 7

DESCRIPTION:

Plan, organize, monitor and direct the development, implementation and assessment of curriculum for elementary schools. Provide leadership for the instructional program, provide support to all elementary schools in the District adopted curriculum, and instructional improvement efforts, coordinate and supervise new curriculum adoption process. Plan, organize and monitor the development of new educational programs that meet mandated educational reforms for elementary schools.

PERFORMANCE RESPONSIBILITIES (ESSENTIAL FUNCTIONS):

- Direct and participate in the development and implementation of goals, objectives and procedures related to instruction and curriculum development.
- Integrate State standards, frameworks, Education Code requirements and other appropriate curricular components in the District curriculum for all areas.
- Direct the curriculum implementation process for various District/site curriculum committees and curriculum management system for the development, revision, alignment, adoption, and implementation of curriculum.
- Implement a comprehensive curriculum evaluation process and analyze results for continuous improvement of the curriculum and short/long range planning.
- Develop baseline data, monitor progress towards curriculum goals and prepare fiscal, statistical, descriptive and other reports related to curriculum and instructional programs.
- Provide and demonstrate curriculum guides, courses of study and other curriculum documents to District sites as they are developed, revised or updated.
- Coordinate needs assessment and curriculum audits to facilitate and monitor curriculum, development, and implementation.
- Assist the Technology Department in the design, implementation and integration of technology into the District's instructional program.
- Assist in the acquisition of supplementary funding including grant development, business partnerships and other alternative funding models to support school programs.
- Plan, direct, and review procedures for textbook and supporting material selection and adoption.

- Develop and implement systems to monitor and evaluate the programs of students into career pathways and higher education.
- Coordinate with the Director of Assessment and Evaluation to develop and maintain a system of performance assessments, which provides evidence useful to the evaluation and modification of educational programs.
- Develop, oversee, and drive the process of creation, implementation, coordination and assignment of state and federally mandated reform issues, programs, and/or legislation.
- Provide training for administration and staff for effective implementation of reform programs.
- Conduct and oversee cost/benefit analysis of educational programs, including grant-funded programs.
- Monitor and evaluate the alignment of educational programs to the District Master Plan.
- Develop a system for monitoring impact of educational reform programs on student achievement.
- Establish criteria and oversee the selection process for adoption of new programs and grants to ensure alignment to the District Master Plan and goals.
- Oversee the process and make recommendation for the modification, revision, or elimination of educational programs not aligned to the District Master Plan and goals, or not advancing student achievement.
- Oversee and coordinate the implementation of programs assigned to department.
- Direct and participate in the preparation and administration of budgets for assigned programs.
- Oversee the implementation of collective bargaining agreements for certificated and classified employees as they relate to personnel supervised.
- Perform other duties as assigned.

QUALIFICATIONS:

Credentials and Experience:

- California Administrative Services Credential
- Master's Degree
- Minimum of three years administrative experience
- Recent professional development in the areas of instruction and curriculum

License Required:

- Possession of a valid and appropriate California Driver's License. Insurability by District Liability Carrier may be required. May be required to provide own transportation to sites during workday.

Knowledge of:

- State curriculum frameworks and standards
- Group decision making process

- Pre-K, Elementary, Secondary, and Vocational Career Education Programs
- Principles, practices and techniques of instruction, curriculum development and evaluation
- Knowledge of budget development and administration
- Learning Theory
- Vocational education and School-to-Career programs

Ability to:

- Demonstrate effective instructional organizational, and administrative leadership
- Empower leadership and delegate responsibilities to subordinate staff
- Analyze problems, identify potential solutions and make appropriate and effective decisions
- Establish effective organizational and community relationships
- Effectively supervise and evaluate staff and establish a positive work climate

Incorporated within one or more of the previously mentioned performance responsibilities, which are essential functions of this job's description, are the following essential physical requirements;

- Ability to work at a desk, conference table or in meetings of various configurations
- Ability to circulate for extended periods of time
- Ability to see for purposes of reading laws and codes, rules and policies and other printed matter and observing students
- Ability to understand speech at normal levels
- Ability to communicate so others will be able to clearly understand normal conversation.

REGULAR WORK YEAR: 220 Days

FONTANA UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: Director, English Language Learners

CATEGORY: Educational

REPORTS TO: Associate Superintendent, Educational Services

SALARY RANGE: Management Range 7

DESCRIPTION:

Responsible for planning, implementing, monitoring, and evaluating all federal and state English Language Learner programs and grants, including the allocation of funds and monitoring of all budgets and expenditures.

PERFORMANCE RESPONSIBILITIES (ESSENTIAL FUNCTIONS):

- Monitor and evaluate all programs in the English Language Learners Department.
- Develop and/or implement various state and federal programs/requests that are mandated.
- Monitor all aspects of the ELL Program to ensure that the district is in compliance with state and federal requirements.
- Complete all state and federal reports pertaining to the ELL Program.
- Prepare application for funding of various programs such as EIA-LEP, Emergency Immigrant, English Language Acquisition Program (ELAP), etc.
- Regularly monitor and evaluate student programs in oral fluency and academic progress.
- Develop, implement and monitor programs to assist students.
- Develop, implement, monitor, on-going in-service programs for parents and district employees.
- Oversee and monitor the District English Learners Advisory Committee (DELAC).
- Monitor all district and school site ELL budgets.
- Meet regularly with ELL Site Monitors and district administrators on program implementation and with other department directors/coordinators to ensure program effectiveness.
- Supervise the ELL Department including the Language Assessment Center and translation services.
- Perform other duties as assigned.
- Oversee the implementation of the collective bargaining agreements for certificated and classified employees as they relate to employees supervised.

QUALIFICATIONS:

Credentials and Experience:

- California Administrative Services Credential
- Master's Degree
- Administrative experience at district or site level

License Required:

- Possession of a valid and appropriate California Driver's Licenses. Insurability by District Liability Insurance Carrier may be required. May be required to provide own transportation to sites during workday.

Knowledge of:

- Components of Proposition 227
- State Coordinated Compliance Review (CCR) requirements
- State Educational codes
- Federal mandates
- Categorical Programs and Regulations
- Various funding sources
- English Language Learners Program
- ELL Educational Code
- Community Based English Tutoring Program (CBET)
- ELD Program
- Curriculum issues
- Assessment process

Must Possess:

- Good organizational skills
- Effective communication/staff development presentation skills
- Ability to work with both elementary and secondary schools

Ability to:

- Write comprehensive reports
- Present information through meetings, telephone and written communication
- Interpret and communicate analyzed data so others will clearly understand programs
- Create databases and work with the Technology Department

Incorporated within one or more of the previously mentioned performance responsibilities, which are essential functions of this job description, are the following essential physical requirements:

- Ability to work at a desk, conference table or in meetings of various configurations

- Ability to see for purposes of reading laws and codes, rules and policies and other printed matter and observing students
- Ability to understand speech at normal levels
- Ability to communicate so others will be able to clearly understand normal conversation.

REGULAR WORK YEAR: 220 days

FONTANA UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: Director, Secondary Education

CATEGORY: Educational

REPORTS TO: Associate Superintendent, Educational Services

SALARY RANGE: Management Range 7

DESCRIPTION:

Plan, organize, monitor and direct the development, implementation and assessment of curriculum for high schools. Provide leadership for the instructional program, provide support to all secondary schools in the District adopted curriculum and instructional improvement efforts, coordinate and supervise new curriculum adoption process. Plan, organize, and monitor the development of new educational programs that meet mandated educational reforms for secondary schools.

PERFORMANCE RESPONSIBILITIES (ESSENTIAL FUNCTIONS) FOR HIGH SCHOOLS:

- Direct and participate in the development and implementation of goals, objectives and procedures related to instruction and curriculum development.
- Integrate State standards, frameworks, Education Code requirements and other appropriate curricular components in the District curriculum for all areas.
- Direct the curriculum implementation process for various District/site curriculum committees and curriculum management system for the development, revision, alignment, adoption, and implementation of curriculum.
- Implement a comprehensive curriculum evaluation process and analyze results for continuous improvement of the curriculum and short-long range planning.
- Develop baseline data, monitor progress towards curriculum goals and prepare fiscal, statistical, descriptive and other reports related to curriculum and instructional programs.
- Provide and demonstrate curriculum guides, courses of study and other curriculum documents to District sites as they are developed, revised or updated.
- Assist in the development of in-service education programs for administrators, teachers, counselors, and other personnel.
- Coordinate needs assessment and curriculum audits to facilitate and monitor curriculum, development and implementation.
- Assist the Instructional Technology Department in the design, implementation and integration of technology into the District's instructional programs.
- Assist in the acquisition of supplementary funding including grant development, business partnerships and other alternative funding models to support school programs.
- Supervises the coordination of all Voc-Ed programs and ROP, Tech-Prep, JTPA, School-To-Career, workability, etc., within the District.
- Plans, directs, and reviews procedures for textbook and supporting material selection and adoption.
- Develop and implement systems to monitor and evaluate the programs of students into career pathways and higher education.
- Coordinate with the Director of Assessment and Evaluation to develop and maintain a system of assessments, which provides evidence useful to the evaluation, and modification of educational programs.
- Develops, oversees, and drives the process of creation, implementation, coordination, and assignment of state and federally mandated reform issues, programs, and / or legislation.

- Provides training for administration and staff for effective implementation of reform programs.
- Conducts and oversees cost/benefits analysis of educational programs, including grant funded programs.
- Monitors and evaluates the alignment of educational programs to the District Master Plan.
- Develops a system for monitoring impact of educational reform programs on student achievement.
- Establishes criteria and oversees the selection process for adoption of new programs and grant to ensure alignment to District Master Plan and goals.
- Oversees the process and makes recommendation for the modification, revision, or elimination of educational programs not aligned to the District Master Plan and goals, or not advancing student achievement.
- Develops, monitors, and supervises intervention and retention programs at the school site level.
- Oversees and coordinates the implementation of programs assigned to department.
- Oversees the implementation of collective bargaining agreements for certificated and classified employees as they relate to employees supervised.
- Provide technical expertise, information, and assistance to the Associate Superintendent and Superintendent regarding assigned functions.
- Directs and participates in the preparation and administration of budgets for assigned programs.
- Select, supervise, train, and evaluate assigned administrative, professional and clerical staff.
- Perform other duties as assigned.

QUALIFICATIONS:

Credentials and Experience:

- California Administrative Services credential
- Master's Degree
- Minimum of three years administrative experience
- Recent professional development in the areas of instruction and curriculum

License Required:

- Possession of a valid and appropriate California Driver's License. Insurability by District Liability Insurance Carrier may be required. May be required to provide own transportation to sites during workday.

Knowledge of:

- State curriculum frameworks and standards
- Group decision making process
- Pre-K, Elementary, Secondary and vocational career education programs
- Principles, practices and techniques of instruction, curriculum development and evaluation
- Knowledge of budget development and administration
- Learning Theory
- Vocational education and School-to-Career programs

Ability to:

- Demonstrate effective instructional organizational, and administrative leadership
- Empower leadership and delegate responsibilities to subordinate staff
- Analyze problems, identify potential solutions and make appropriate and effective decisions
- Establish effective organizational and community relationships
- Effectively supervise and evaluate staff and establish a positive work climate

Incorporated within one or more of the previously mentioned performance responsibilities, which are essential functions of this job description, are the following essential physical requirements;

- Ability to work at a desk, conference table or in meetings of various configurations

- Ability to circulate for extended periods of time
- Ability to see for purposes of reading laws and codes, rules and policies and other printed matter and observing students
- Ability to understand speech at normal levels
- Ability to communicate so others will be able to clearly understand normal conversation

REGULAR WORK YEAR: 220 Days

FONTANA UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: Director, Technology

CATEGORY: Educational

REPORTS TO (BY TITLE): Associate Superintendent, Educational Services

SALARY RANGE: Management Range 7

DESCRIPTION:

Implement and foster the use of technology in the learning process and work closely with all technology related staff and service to insure adequate infrastructure to support management and educational missions.

PERFORMANCE RESPONSIBILITIES (ESSENTIAL FUNCTIONS):

- Work with school administration to help develop and implement school technology plans.
- Responsible for developing, updating and distributing the District Technology Plan.
- Provide quality training opportunities for district staff in areas of technology.
- Provide a liaison between Information Services and the schools.
- Develop district policies relating to technology.
- Develop and monitor the department budget and assist in the development and implementation of a district budget for instructional technology.
- Make recommendations for appropriate use in the development and implementation of instructional technology
- Provides technical assistance and staff development to district and site level staff to facilitate the implementation of technologically supported instruction.
- Assists in implementation of programs to use Internet resources in school libraries and educational programs.
- Assists in writing grants to secure supplementary funding for technology supported learning strategies.
- Keeps informed on current trends in the area of instructional technology to improve student achievement.
- Responsible for developing a district technology team.
- Assist in identifying and implementing instructional technology programs and staff training.
- Works closely with Principals, Coordinators, and other Directors, and Assistant Superintendent to support implementation of district instructional programs.

- Works closely with district Webmaster/Training Coordinator and Community Relations Liaison to coordinate information efforts.
- Oversee the implementation of the collective bargaining agreements for certificated & classified employees as they relate to personnel supervised.
- Perform other duties as assigned.

QUALIFICATIONS:

Credentials and Experience:

- Bachelors Degree
- Experience working in the field of information technology

License Required:

- Possession of a valid and appropriate California Driver's License. Insurability by District Liability Insurance Carrier may be required. May be required to provide own transportation to sites during workday.

Knowledge of:

- District curriculum
- Budget planning and administration
- Computer systems and media technology
- Basic understanding of computer software and computer networks

Ability to:

- Analyze educational and technical problems, identify potential solutions and make appropriate recommendations.
- Work effectively with groups.
- Collaborate with other managers

Highly Desirable:

- Classroom teaching and/or administrative experience
- Administrative credential
- Master's Degree

Incorporated within one or more of the previously mentioned performance responsibilities, which are essential functions of this job description, are the following essential physical requirements:

- Ability to work at a desk, conference table or in meetings of various configurations.
- Ability to circulate for extended periods of time.
- Ability to see for purposes of reading laws and codes, rules and policies and other

- printed matter.
- Ability to understand speech at normal levels.
 - Ability to communicate so others will be able to clearly understand normal conversation.

REGULAR WORK YEAR: 220 Days

8/01/99