

Mesa Union School District

Certificated Personnel

DUTIES OF PERSONNEL

Superintendent

Duties and Responsibilities

The superintendent shall fulfill the following duties and responsibilities:

1. Attend Board Meetings, serve as recording secretary of the Board, and make recommendations concerning the educational program, business affairs, and personnel problems of the district. He/she shall read all Board Policy Revisions and update as necessary. He/she shall prepare the Board Agenda, and assist in carrying out Regular and Special Board Meetings.
2. Before July 1 of each year, prepare a budget of contemplated income and expenditures for the ensuing year and submit same to the Board for approval.
3. Recommend and nominate candidates for employment or dismissal and be empowered to fill emergency vacancies with substitutes or temporary employees.
4. Assign employees their duties and arrange work schedules, hours of work, and direct, coordinate and supervise their work in accordance with Board Policies and regulations.
5. Be authorized as a ministerial duty to sign all checks for the payment of the Mesa District's obligations, which have been properly authorized by the Trustees. He/she shall be covered by a \$2,500 fidelity bond, which shall be a blanket fidelity bond covering all other employees of the district as well as the Superintendent.
6. Maintain and administer a revolving cash fund of \$1,000 in accordance with the requirements of law and the rules of the Board.
7. Have authority to require teachers and other employees to attend regular or occasional staff meetings.
8. Have authority to require such special information and reports from the certificated and non-certificated employees as he/she deems necessary.
9. Ensure that necessary pupil and employee records are kept and proper reports made.

10. Exercise general supervision of instruction, attendance, and conduct of pupils.
11. Serve as business manager and purchasing agent, unless a special officer is employed for such purpose. In the latter event, direct and control the work of such an officer. Business duties include the direction of all financial and budgetary procedure, construction and maintenance work, custodial service, transportation, and the purchase, storage and distribution of equipment and supplies. Communicate with and coordinate work of district auditors.
12. Attend important professional meetings, and such conventions and conferences as deemed advisable by the Board. When specifically authorized by the Board, his/her expense shall be paid by the District.
13. Be granted authority to make necessary deductions from payments due employees of the district when such deductions are authorized in writing by the employees involved, for the purpose of purchasing group sickness and accident insurance and payment of professional dues for the said employees from the following companies:
 - a) Blue Cross/Delta Dental/VSP/Kaiser
 - b) California Teachers' Association
 - c) Other deductions authorized by law
14. Be responsible for the program of public relations. Serve as district spokesperson when interacting with various news media.
15. Serve as chief executive of the Board of Trustees and put into effect the decisions made and actions taken at meetings of the Board (EC1306a). Administer the oath of office to newly and reelected Board members.
16. Inform the Board of Trustees of the legal aspects of school operations and secure compliance with legal provisions.
17. Supervise the transportation service and submit required reports to the State Department of Education. Evaluate transportation personnel and maintain a close supervision on the repairs and replacement of equipment.
18. Serve as chief negotiator for the district in the collective bargaining process. Ongoing communication of the bargaining process with the Board of Trustees is a vital and necessary responsibility of the administration.
19. Coordinates, with the County Superintendent of Schools, the planning and development of course guides, teacher guides, courses of study, teaching units, criteria for basic and supplementary textbooks, library materials, instructional aides, the work of curriculum committees and the staff in-service training program.
20. Plans and administers a program for the employment of hourly teachers, substitutes, teachers, and teacher assistants.
21. Plans and directs the program of counseling the certificated staff, regarding performance evaluations, credential matters, leaves, or other

- problems related to their employment status. Maintains liaison with law enforcement agencies and the State Department of Education regarding the employment status of certificated employees.
22. Plans and directs the program of counseling the classified staff regarding performance evaluations, licenses, health examinations, retirement benefits, required workshops, leaves, or other problems related to their employment status. Maintains liaison with the law enforcement agencies, and the State Department regarding the employment status of classified employees. Responsible for evaluation of each classified employee.
 23. Assists in the planning and the supervision of the psychological services; the activities and programs of personnel engaged in speech therapy and special education programs and personnel. Also discusses student issues with Special Education personnel.
 24. Plans, supervises and assigns duties to staff members of the health services program.
 25. Assists in the planning, direction and supervision of the school district testing programs. Prepares statistical data, summarizes, and helps interpret test results. Provides for the scoring the recording of group test results. Follows state required testing program and procedures.
 26. Enforce the rules and regulations and policies of the School Board as they apply to pupil personnel. The Superintendent shall direct that necessary pupil records are kept and proper reports made to various agencies of the local levels of county, state and the federal government. Responsible for implementing Education Code and Title V Administrative Policies and Regulations.
 27. Designs, checks and monitors all district of choice and inter-district transfer approvals and agreements. Ensures accurate documentation of registration materials, including proof of in-district residency.
 28. Remain aware of new legislation affecting education and be responsible for its implementation.
 29. Solicit various grants, projects, and curriculum programs.
 30. Maintain prompt and adequate District correspondence to the proper agencies.
 31. Maintain an energy conservation plan.
 32. Read pertinent Federal, State, County and professional correspondence/articles.
 33. Maintain attendance projections and reports due to State and County Schools Office.

Special Projects/Programs:

1. Local Control Accountability Program
2. School Accountability Report Card

3. Mentor Teacher Application and Reports
4. , New building program; works closely with the district's architect.
5. Plans and implements program for deferred maintenance of all district facilities.
6. Developer Fee Policy and Implementation: Revisions and up-dates.
7. JPA Transportation study and proposal
8. Portable classroom purchase and relocation
9. Manage School Safety
10. Elementary Survey: - planning, analysis, reporting.
Jr. High parent Survey – planning, analysis, reporting.
11. School Board Retreat and Study Session.
12. Local, state and federal school recognition program applications
13. Mesa Educational Foundation – Board Meeting, events, fund raising.
14. Open House and Back-to-School programs
15. Music Center Programs and Coordination (with principal)
16. School Carnival (with principal)
17. Central Coast Personnel Council (legal consortium)

Maintain Academic Focus and Coordinated Curriculum

1. Responsible for coordinating and articulating all aspects of the total transitional kindergarten through eighth grade curriculum.
2. Maintain the Gifted and Talented Program (GATE)
3. Update curriculum framework for all departments; curriculum monitoring and development.
4. Lists of instructional materials, which coordinate with course objectives, and Standard Equipment list.
5. Determine district textbook needs
6. Continue emphasis on student writing skills, through the establishment of the SCWriP strategies across the curriculum.
7. Oversee the progress and implementation of technology throughout the district
8. Ensure program quality for all students, including English learner, low-income, foster youth

Variety of Teaching Strategies

1. Provide staff in-service for professional growth.
2. Staff observations and evaluation.
3. Counseling and supervision of staff members.

High Standards and Expectations

1. Student physical fitness programs and testing.

2. Articulation with high schools and preschools.
3. Articulation and implementation of district's Annual Goals.

Regular Assessment

1. Assess the school climate
2. Classroom observations – formal and informal
3. PFO Board meetings and discussion

Opportunities for Student Responsibility and Involvement

1. Support effective student council
2. Analyze instance and response to student discipline referrals

Structured Staff Development

1. Provide for new trustee and employee orientation.
2. Oversee and conduct administrative classroom observations and teacher evaluations consistent with district administrative procedures. Discuss goals and objectives. Recommend specific staff in-services.

Educational Recognition

1. Coordinate inter/intra school competitions.

Support Tasks

- 1 Analyze and improve school effectiveness
- 2 Keep students and parents aware of academic progress toward graduation
- 3 Maintain communication to board, staff and families through website, newsletter, etc.
- 4 Meetings with school advisory committees
- 5 Improve and monitor appearance of campus
- 6 Comply with student body accounting requirements
- 7 Respond to parent conferences and concerns – telephone calls; policy interpretation; Ed Code Requirements.
- 8 Monitor junior high school activities including games and dances
- 9 Participate in PFO, Education Foundation and other parent/community-sponsored activities

Represent the District at Various Meetings:

1. County School Superintendents
2. Superintendent's Policy Council for Special Education
3. County Small School Districts
4. VC Business Service Authority
5. Golden Valley Charter School board meetings
6. Consolidated Application – Categorical Programs
7. Title I and other federal categorical programs
8. Migrant Education
9. Oxnard Union High School District Articulation
10. County In-service Meetings
11. Tri-Counties Superintendent's Meeting
12. Certificated Staff Meetings – Special Education Council Meetings
13. Classified Staff Meetings
14. Mesa Education Foundation meetings
15. PFO Board meetings
16. Meetings with County Counsel (legal)
17. ACSA Meetings
18. Business JPA meetings
19. Central Coast Personnel Counsel (legal)
20. County School Boards meetings
21. CSBA/VCSBA