

Duty Statement

Administrators

1. Provides leadership to the staff in assessing school needs and determining objectives as the basis for developing long and short range plans for the school of assignment. (Code 1)
2. Interprets and implements the district approved curriculum program, and in curriculum development and evaluation. (Code 1)
3. Informs children and their families how to effectively access, use, and maintain participation in all health resources under the federal Medi-Cal/Healthy Families program. (Code 4)
4. Makes referrals and/or coordinates medical or physical examinations and necessary medical /mental health evaluations. (Codes 4, 8)
5. Establishes an effective school administrative organization with clear lines of responsibility and the necessary delegation of authority. (Code 16)
6. Operates a school site council and indicates the ability to work toward maximum instructional improvement through AB 65 and other Federal and State sources. (Code 1)
7. Identifies, provides, and coordinates in-service growth opportunities for teaching personnel within the school. (Code 1)
8. Involved in selection, assignment, and training of all assigned staff. (Code 1)
9. Develops strategies to assess or increase the capacity of school medical/mental health programs. Works together with other departments and agencies to coordinate Medi-Cal covered services. (Code 14)
10. Supervises and evaluates the performance of all assigned personnel. Provides assistance as indicated and recommends appropriate action in cases of substandard performances. Identifies and encourages individual teachers with leadership potential. (Code 16)
11. Develops and monitors search and serve programs in compliance with AB 94-142. (Code 1)
12. Consults with other professionals, both within the district and with outside agencies, concerning individual cases regarding Medi-Cal covered services, and coordinates referrals when necessary. (Codes 4, 8)
13. Coordinates the crime and violence reporting process and safe schools assessments. (Code 1)
14. Coordinates the required annual notification to parents/guardians of IEP students. (Code 1)
15. Assigns all pupils in such a way as to encourage their optimum growth. (Code 1)

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16. Provides initial referral assistance to families where Medi-Cal services can be provided. (Code 4)
17. Explains Medi-Cal/Healthy Families eligibility rules and the Medi-Cal/Healthy Families eligibility process to prospective applicants. (Code 6)
18. Develops school plans and organizational procedures for the health, safety, discipline, and conduct of pupils as established in district procedures. (Code 16)
19. Arranges for or provides translation services (oral, written or signing) that assist the individual to access and understand necessary care or treatment covered by Medi-Cal. (Code 12)
20. Plans, supervises, and directs the business operation of the school in accordance with the district policies and procedures. (Code 1)
21. Plans for the most effective use of curriculum materials, instructional supplies, equipment, building facilities, and school grounds. (Code 1)
22. Carries out community relations as a means of interpreting and furthering the school program through PTA, Citizens Advisory Committee and other community organizations. (Code 13)
23. Works with other agencies, to expand access and to improve collaboration of Medi-Cal covered services. (Codes 14)
24. Participates in meetings/discussions to coordinate or review a student's needs for health-related services covered by Medi-Cal. (Codes 4, 8)
25. General supervision of the district's health service program. (Code 16)
26. Assists with the development and implementation of grants related to health services and 'at risk' programs such as court, community or alternative day school. (Code 1)
27. Plans, coordinates, and reviews the work of resource teachers and curriculum consultants assigned to assist teachers in the instructional program. (Code 1)
28. Establishes and maintains contact with law enforcement, probation, welfare, and other public and private agencies to enlist their cooperation in matters affecting student attitudes, health and behavior. (Codes 3, 4, 7, 8)
29. Schedules or arranges transportation to Medi-Cal and non-Medi-Cal covered services. (Code 9, 10)
30. Assists with filling out and/or gathering information for Medi-Cal application. (Code 6)

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31. Attends training sessions, meetings and conferences involving Medi-Cal Administration, including completing the quarterly survey forms. (Code 15)
32. Keeps up to date on all laws concerning any area of Pupil Personnel Services, Child Welfare and Attendance and student health services and disseminates that information to all assigned staff as necessary. (Code 1, 13, 14)
33. Evaluates assigned departmental personnel and teachers. (Code 16)
34. Paid time off including paid lunches, breaks, holidays, jury duty, sick, bereavement or vacation leave. (Code 16)
35. Coordinating, participating in or presenting trainings necessary to clarify site and district policy, procedures or issues related to employees. (Code 16)
36. Completing personal mileage and expense claims. (Code 16)
37. Reviewing school policies, procedures, or rules. (Code 16)
38. Attending or facilitating school or unit staff meetings, board meetings, or required in-service trainings and events (not related to curriculum, instruction or students) (Code 16)