

Pasadena Unified School District

Administrative Staff

May 2006

Title/Name/ Funding Source	General Duties/Oversight/Monitoring	Funding
<p>Superintendent Percy Clark, Jr.</p>	<p>Media Relations Board Government Relations Forecasting Supervises and evaluates Principals at 9-12 schools, Deputy Superintendent, Assistant Superintendent for Operations, Assistant Superintendent for Business Services The Superintendent promotes the success of all students. He executes all Governing Board decisions and is accountable to the Board for managing the schools in accordance with the Board's policies. He supports the efforts of the Board to keep the district focused on learning and achievement. He informs the Board and community about school programs, practices and problems. Through actions and words, the superintendent advocates and supports public education to both internal staff and external community. He makes decisions concerning the internal operations of the district. The Superintendent has the general supervision of all personnel and shall develop and execute consistent, fair and fiscally sound personnel procedures and practices,</p>	<p>Unrestricted General Fund</p>

	<p>including an evaluation program for all district employees. He oversees all financial operations of the district and actively seeks new funding sources for the schools. He has the leadership responsibility and accountability for implementing the vision, goals and policies of the district. The Superintendent takes an active leadership role in the development and improvement of the instructional program. He attends all Board meetings.</p>	
<p>Deputy Superintendent Kathleen Duba</p>	<p>Organization Development of all district programs and services Continuous Improvement Cycle planning and implementation Government Affairs Responsible for articulated Pre K-12 Curriculum, Instruction, Teaching, Learning and Assessment Supervises and evaluates Director of Human Resources, Director of Evaluation and Assessment, Director of Secondary Curriculum, Director of Academies, ROP, Adult Education, Director of Elementary Curriculum, Government Funding and Accountability and the Assistant Superintendent for Pre-K-8 Teaching and Learning, Arts for All Art Consultant Lead for Communication Team currently responsible for internal and external communication Liaison for City of Pasadena and Pasadena Unified Joint Work Study Committees</p>	<p>Unrestricted General Fund</p>
<p>Assistant Superintendent for Pre K-8 Schools, Teaching and Learning</p>	<p>Professional Development (Principals, School Leadership, Teachers, Instructional Leaders) Direct organization and monitoring of extended learning opportunities</p>	<p>50% Unrestricted General Fund 50% Title 1, Part B,</p>

<p>Jacqueline Cochran</p>	<p>Direct responsibility for Reading First at 8 schools Supervises and evaluates all K-8 principals, Special Education, Language Development, GATE, Early Childhood Development, Elementary Literacy and Writing</p>	<p>Sub-Part 1</p>
<p>Assistant Superintendent for Business Services Eva Lueck</p>	<p>Fiscal Services Develops and monitors district wide budget Staff liaison for the Facilities and Finance Board subcommittees Supervises and evaluates Purchasing, Accounting, Maintenance and Operations, Measure Y, Risk Management, Information Technology Fiscal liaison for NIA Charter Payroll</p>	<p>Unrestricted General Fund</p>
<p>Assistant Superintendent for Operations George McKenna III</p>	<p>Attendance monitoring Supervises and evaluates Student Support Services, Food Services, Health Services, Transportation Oversight for day – to – day secondary operational issues Monitors Campus Security implementation Responsible for responses to Public Record Act Requests Staff liaison for the Safety Board subcommittee, PCC</p>	<p>Unrestricted General Fund</p>
<p>Director Secondary Curriculum Felicity Swerdlow</p>	<p>Secondary Curriculum Development Liaison to Math, Science, Social Studies (Secondary Lead) Curriculum Teams Support leader for Secondary Accreditation Joint leader (with Eddie Newman) for Counselor team Develops, implements and monitors supplementary support for CAHSEE (High School Graduation Exit exam) Program liaison for NIA Charter</p>	<p>80% Unrestricted General Fund 20% NCLB: Title 1 Part A</p>

<p>Director Elementary Curriculum and Government Funding Mike Hendricks</p>	<p>Supervises and evaluates district-wide secondary literacy coach District liaison for Constitutional Rights Foundation grant Oversight for all government funded programs budget and accountability for elementary curriculum and assessment (Edgenuity) Supervision of Learning Materials (books and support materials) Oversight for non-public school funding and programming, curriculum resource center, libraries, Williams reporting, McKinney-Vento Homeless implementation Supervises and evaluates Parent Education/PIE, Beginning Teacher program, and Learns program Education liaison on the Information Technology Operating Team</p>	<p>50% Unrestricted General Fund 50% NCLB: Title 1 Part A</p>
<p>Director of Special Education Judith Barhydt</p>	<p>SELPA Director Special Education Department</p>	<p>Special Education Fund</p>
<p>Director GATE Rich Boccia</p>	<p>Principal Blair IB GATE (Gifted Program)</p>	<p>95% Unrestricted General Fund 5% Gifted and Talented</p>
<p>Director Research, Evaluation and Assessment Younghee Jang</p>	<p>Supervision of district-wide state assessments Develop and implement program evaluation</p>	<p>80% Unrestricted General Fund 20% NCLB: Title 1 Part A</p>

<p>Director, Early Childhood Development Janice Allen</p>	<p>State Preschool Programs Childrens' Centers</p>	<p>50% Child Development State Preschools GPRE Fund 50% Child Development State General Child Care Fund</p>
<p>Director, Purchasing Teri Castaneda</p>	<p>Oversees the purchasing and delivery of all supplies, equipment and materials, inventory and equipment security Responsible for contract development and monitoring Oversees the operations of the district copy center</p>	<p>Unrestricted General Fund</p>
<p>Director Facilities Jim Ripley</p>	<p>Supervision and evaluation of facilities and maintenance departments Supervises Measure Y project</p>	<p>33% Unrestricted General Fund 67% On-going Major Maintenance</p>
<p>Director, Information Technology Amar Jha</p>	<p>Supervision and evaluation of information technology department, telephone services, and television services</p>	<p>Unrestricted General Fund</p>

<p>Director Human Resources Debra De Bose</p>	<p>Responsible for the implementation of the district-wide plan for recruitment and hiring of certificated personnel Liaison to the Personnel Commission (recruitment of classified personnel) Oversight for legal, compliance state and federal, resolution of employee complaints Lead negotiator for UTP, CSEA and Teamster negotiations Supervises and evaluates the Personnel Department</p>	<p>Unrestricted General Fund</p>
<p>Director, Food Services Vacant</p>	<p>Oversight for the Food Services at 32 school sites</p>	<p>Food Services Fund</p>
<p>Director, Student Support Services Louis Ayala</p>	<p>Monitors and stores all student school records Responsible for the Open Enrollment Process, inter and intra student transfers Oversees and monitors district-wide discipline for suspensions and expulsion hearings Implements district-wide SARB program Oversees and administers district-wide athletic programs</p>	<p>Unrestricted General Fund</p>
<p>Director, Personnel Commission Vacant</p>	<p>Oversees the recruitment of classified personnel and Education Code rules of the Personnel Commission</p>	<p>Unrestricted General Fund</p>