

## Educational Services and Human Resources Job Descriptions

<i>Name and Role</i>	<i>Responsibilities</i>	<i>Specific Contact for</i>
<p><b>Michael McDowell, Ed.D.</b></p> <p><i>Associate Superintendent of Instructional and Personnel Services</i></p>	<p>Directly responsible for overseeing the general and specific day-to-day operations of Educational Services and Human Resources of the Tamalpais Union High School District.</p>	<ul style="list-style-type: none"> <li>● Hiring and Evaluation</li> <li>● Benefits and Retirements</li> <li>● Contract Negotiations</li> <li>● Curriculum, Instruction, and Assessment Strategic Planning and Policy Development</li> <li>● Personnel Investigations and Resolution</li> </ul>
<p><b>Rose Chavira</b></p> <p><i>Director of IT Operations</i></p>	<p>Directly responsible for overseeing the general and specific day-to-day operations of Information Technology (IT) for the Tamalpais Union High School District.</p>	<ul style="list-style-type: none"> <li>● IT Operations Planning &amp; Projects</li> <li>● IT Budgeting</li> <li>● IT Security</li> </ul>
<p><b>Tara Taupier, Ed.D.</b></p> <p><i>Senior Director of Instructional Technology and Staff Development</i></p>	<p>Directly responsible for overseeing the operations of Information Technology (IT) and the professional development program for the Tamalpais Union High School District.</p>	<ul style="list-style-type: none"> <li>● Planning, Coordinating, and Executing Certificated Professional Development</li> <li>● Teacher Induction Program (UbD)</li> <li>● BTSA</li> <li>● Mentor Teachers</li> <li>● Educational Technology Programming and support</li> <li>● ITTC</li> <li>● Student Information System (eSchoolPLUS) and Data Specialists</li> <li>● Website maintenance and support</li> </ul>
<p><b>Kim Stiffler</b></p> <p><i>Senior Director of Curriculum and Instruction</i></p>	<p>Directs the planning, development, organization, management and implementation of all aspects of the curriculum and instructional programs for the Tamalpais Union High School District to ensure all programs are in alignment with the outcomes for student success outlined in the district's strategic plan.</p>	<ul style="list-style-type: none"> <li>● Coordinates Curriculum, Instruction and Assessment processes and practices</li> <li>● State and National Testing and Reporting</li> <li>● Data Analysis, Grading and Reporting Practices</li> <li>● EL Programming</li> <li>● WASC and SPSA Coordination</li> </ul>

		<ul style="list-style-type: none"> <li>● Courses of Study/Course Revision SubCommittee</li> <li>● Instructional Materials</li> <li>● Federal and State Grant Process</li> <li>● Support for the implementation of PLC processes</li> <li>● Support for the implementation of Academic RTI planning and evaluation processes</li> </ul>
<p><b>Wes Cedros, Ed.S.</b></p> <p><i>Senior Director of Student Services</i></p>	<p>Directly responsible for overseeing the operations of all programs related to student health, discipline and counseling/therapeutic services for the Tamalpais Union High School District.</p>	<ul style="list-style-type: none"> <li>● Coordinates Social Emotional aspect of RTI planning and evaluation process</li> <li>● Coordinates district and county partnership meetings associated with student wellness</li> <li>● Student discipline</li> <li>● Title IX compliance</li> <li>● Section 504</li> <li>● Oversees Home and Hospital</li> <li>● Oversees Student Wellness and Special Education</li> <li>● Planning, Coordinating, and Executing Student Services meetings</li> </ul>
<p><b>Amira Mostafa</b></p>	<p>Directly responsible for overseeing the operations of special education services for the Tamalpais Union High School District.</p>	<ul style="list-style-type: none"> <li>● Plans, implements and monitors district's special education programming</li> <li>● Ensures IEP implementation and legal compliance</li> <li>● Provides guidance and professional development for special education staff</li> <li>● Liaison with feeder districts, County Office of Education, and SELPA on special education matters</li> <li>● Represents district in state compliance reviews, and</li> </ul>

		ensures adherence to legal requirements and best practices for students in special education.
<b>Jennifer Colvin</b>	Directly responsible for overseeing the development and operations of district-wide wellness services for the Tamalpais Union High School District.	<ul style="list-style-type: none"> <li>● Coordinates and Facilitates District Wellness Committee</li> <li>● Develops BP/AR Drafts related to student wellness</li> <li>● Designing and replicating wellness center across TUHSD</li> </ul>