



DIRECTOR - LEARNING SUPPORT SERVICES

DIRECTLY RESPONSIBLE TO

Assistant Superintendent, Educational Services

PRIMARY FUNCTION

The Director of Learning Support Services will provide leadership in the development, implementation, evaluation, and improvement of all Learning Support Services programs and serve as administrator for assigned alternative education programs. The Director will assist the Assistant Superintendent, Educational Services to provide instructional leadership related to instruction, intervention, and data analysis with particular attention to the needs of at-risk student populations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Direct implementation, compliance, review and monitoring of student behavior and attendance, awarded grants and projects. Conduct an annual assessment of assigned programs. Organize, interpret and present program evaluation results and incorporate findings in development of goals and objectives.
- Provide direction and support to school sites in the development of a safe and positive learning environment. Provide training on compliance requirements and evidence-based practice for at-risk youth.
- Provide direction in the development goals, actions and services related to learning support for the Local Control Accountability Plan.
- Provide direction in materials selection, training and assessment in assigned curriculum areas(s).
- Assist in the review and selection of textbooks and instructional materials to address the needs of at-risk youth.
- Provide direction in the planning and implementation of professional development in curricular areas, data analysis, and effective instructional strategies to address the needs at risk youth.
- Assign itinerant staff to support school sites.
- Supervise and evaluate assigned staff.
- Establish and monitor departmental budgets.
- Serve as the administrator of record for assigned alternative education programs.
- Assist with development and presentation of information and reports to the Governing Board and committees as assigned.
- Attend related District and County meetings as assigned. Serve as the District's representative and liaison with community agencies.
- Make recommendations to modify services or programs as needs indicate.
- Perform other tasks required of the program and/or other tasks as assigned

IMMEDIATE SUBORDINATES

Classified and certificated staff as assigned

EDUCATION/PROFESSIONAL REQUIREMENTS

- California Teaching Credential, CLAD, BCLAD or equivalent
- California Administrative Credential
- A minimum of 5 years successful teaching experience *and* a minimum of 5 years successful district-level and/or site administration experience which includes experience as a site principal
- Successful experience implementing school-wide discipline programs and positive behavior support programs

- Demonstrated strong interpersonal skills with administrators, teachers, parents, classified staff, and community members
- Strategic thinker with excellent oral and written communication skills
- Demonstrated ability to manage time effectively
- Knowledge and understanding of the State Standards
- Knowledge of effective instructional practice, and Professional Learning Communities (PLC)

WORKING CONDITIONS

ENVIRONMENT

- Indoor, office setting
- Driving a vehicle to conduct work
- Subject to attending evening meetings

PHYSICAL ABILITIES

- Dexterity of hands and fingers to operate a computer keyboard
- Sitting or standing for extended periods of time
- Hearing and speaking to exchange information and make presentations
- Seeing to read and write reports
- Bending at the waist, kneeling or crouching to file materials.
- Reaching overhead, above the shoulders and horizontally.
- Regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds
- Operate vehicle to travel independently on short notice to other district or community locations

SALARY PLACEMENT

In accordance with Certificated Administrators' Salary Schedule