



DIRECTOR - Educational Services

DIRECTLY RESPONSIBLE TO

Assistant Superintendent, Educational Services

PRIMARY FUNCTION

The Director of Educational Services will provide leadership in the development, implementation, evaluation, and improvement of programs within the Local Control Accountability Plan. The Director will assist the Assistant Superintendent, Educational Services, and serve as an integral team member to provide instructional leadership in programs related to the district vision.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide direction in the development of goals, actions, and services related to the Local Control Accountability Plan.
- Conduct an annual assessment of assigned programs. Organize, interpret, and present program evaluation results and incorporate findings in development of goals and objectives. Make recommendations to modify services or programs as determined by the assessment results.
- Provide direction and support to site administrators in the development and implementation of the Site Plan for School Improvement, including analysis of student data.
- Provide direction in instructional resources selection, training, and assessment in assigned program area(s).
- Provide direction in the planning and implementation of professional development in curricular areas, data analysis, and effective instructional strategies.
- Provide direction in the development and implementation of instructional programs based on the Multi Tiered Systems of Support.
- Organize, interpret, and present local and state assessment results.
- Direct instructional programs to ensure administration within district policies and regulations and program guidelines.
- Direct implementation, compliance, and review/monitoring of state and federal categorical programs.
- Establish and monitor departmental budgets.
- Direct implementation, compliance, review, and monitoring of required data based on awarded grants and projects.
- Assign itinerant staff to support school sites.
- Supervise and evaluate assigned staff.
- Assist with development and presentation of information and reports to the Governing Board and committees as assigned.
- Chair district-level advisory committees as assigned.
- Coordinate district-level parent education and involvement activities as assigned.
- Attend related District and County meetings as assigned.
- Serve as the District's representative and liaison with community agencies.
- Other essential job-related work as assigned.

EDUCATION/PROFESSIONAL REQUIREMENTS

- California Administrative Services 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 programs
- Demonstrated strong interpersonal skills with administrators, teachers, parents, classified staff, and community members, including the use of tact, patience, and courtesy
- Ability to:
 - establish and maintain cooperative and effective working relationships with others
 - work with a diversity of individuals and/or groups
 - maintain confidentiality and use of discretion
- 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 collaboration models

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