

**DIRECTOR OF EDUCATIONAL SERVICES**

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**Purpose Statement**

The Director of Educational Services works under the direction of the Assistant Superintendent of Educational Services. This position provides leadership and support for all aspects of the educational programs that impact teaching and learning for all district students, coordinating, planning, and implementing the district's content standards, curriculum, instructional materials, instructional strategies, intervention programs, enrichment & acceleration programs, College and Career programs, Career and Technical Education (CTE), pupil assessment, and professional development; supervising categorical funding and monitors program improvement status for the district and school sites; coordinating the Teachers on Special Assignment (TOSA); coordinating accountability measures and data systems to support teaching and learning and provide alignment and integration between technology and teaching and learning.

**Essential Functions**

- Build and sustain relationships with the district and school staff
- Convey and uphold the district vision of a culture of accountability, which drives excellence and promotes the district vision of teaching and learning
- Supports the categorical programs and program improvement process
- Provide support in the development, implementation, and evaluation of the Local Control Accountability Plan
- Supports the development of educational board policies, curriculum alignment, new curriculum standards and implementation, and new material adoptions and implementation
- Coordinates instructional materials management
- Support professional development opportunities that assist in shifting teacher's practice to understand critical pedagogy better, scientifically based reading research, and the need for change based on student evidence
- Develop, implement, and monitor a comprehensive student assessment system
- Support the coordination, implementation, and monitoring of district student data systems and platforms
- Serve as coordinator of state and local assessments
- Supervise and evaluate the TOSAs
- Support the site reading intervention teachers as needed to support Instructional Leaders
- Coordinate, implement, monitor, and evaluate critical components of the district literacy system, including:
  - MTSS (Tier One and Tier Two) districtwide programs and procedures
  - Training and support to align the following group's actions with district literacy goals:
    - School-based Literacy/Leadership Teams
    - Reading Intervention Teachers
    - School Principals and Assistant Principals
- Partnering with the Assistant Superintendent of Education Services to coordinate, monitor, and evaluate the effectiveness of the district and community literacy-based activities
- Supports and collaborates with site administration and teachers who teach in areas related to college and career, and Career and Technical Education (CTE)
- Completes grant paperwork, investigates and introduces new grants, and submits federal and state reports as required
- Utilizes Data Management Systems to prepare and present related district, state, and federal-mandated reports
- Works with high school counselors and registrars to coordinate college awareness activities and CTE program options and advertise this to the community
- Is an active participant in the college Career Pathways program with schools and the local community college

- Develops community, industry, and post-secondary partnerships and support to better align programs with high needs, high skills, and/or high-paying careers
- Discuss processes, initiatives, ideas, and workflow, and create new initiatives
- Other related duties as assigned

### **Job Requirements & Skills**

**SKILLS** are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: applying pertinent codes, policies, regulations and/or laws as related to worker compensation and employee benefits; communicating with diverse groups; operation standard office equipment including utilizing pertinent software applications; and preparing and maintaining accurate records.

**KNOWLEDGE** of Instructional curriculum and methods for effective implementation of TK-12 instructional strategies:

- Researched based foundational reading and content literacy instructional methods
- Multi-Tiered Systems of Support and Response to Intervention
- Effective assessment systems and strategies
- Budget preparation and monitoring
- Goals, objectives, and policies of the district
- Interpersonal skills that support positive and trusting professional relationships with stakeholders
- Coaching Language
- Expert-level written and oral communication skills
- Strategies to manage time and workflow efficiently

**ABILITY** to Meet professional obligations through efficient work habits such as meeting deadlines, honoring schedules, coordinating resources and meetings in an effective and timely manner:

- Demonstrate respect for others
- Use strong interpersonal skills to build and maintain safe and supportive relationships with district and community stakeholders
- Work collaboratively with district and community stakeholders
- Implement and monitor instructional programs
- Facilitate, implement and monitor systems, data, and improvement science methods
- Facilitate, implement and present effective professional development
- Prioritize and schedule meetings and projects efficiently
- Work with limited direction and take initiative
- Prepare and monitor a budget
- Communicate the district vision of student learning, accountability, and literacy
- Operate a personal computer and related software
- Prepare and maintain informational reports, including data graphs for the use of school sites and district office staff

### **Responsibility**

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing multiple departments; and determining the use of funds. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: Sitting for extended periods of time, occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling, significant fine finger dexterity, hearing and speaking to exchange information and make presentations. The job is performed under some temperature extremes and some hazardous conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Experience**

Job related experience with increasing levels of responsibility (K12); Minimum of five years of classroom experience (various grade levels preferred); Experience with computer data systems in an educational setting preferred. Background with instructional leadership Bilingual preferred (Spanish)

**Education**

Masters Degree

**Required Testing**

Successful Completion of Pre-Employment Process

**Additional Qualifications**

Ability to travel to other sites/locations

**Continuing Education/ Training**

Attendance at workshops as appropriate

**Certificates & Licenses**

Clear Valid California Teaching Credential (K12); Valid Clear California Administrative Credential; Certificate of coach training completion preferred

**Clearances**

DOJ/FBI Fingerprint Clearance  
TB Clearance

**Supervision**

Assistant Superintendent of Educational Services

**Salary Grade**

Certificated Management Range 4

**Work Year**

225 Days