

Senior Director, Educational Services

Definition

Under the supervision of the Assistant Superintendent, Educational Services, the Senior Director, Educational Services will provide supervision and leadership to the Educational Services Department, performing administrative duties and providing leadership within the instructional program of the District, including researching, planning, developing, implementing, and evaluating curriculum and instruction functions for the District.

Essential Duties and Responsibilities

- Frames, develops, and articulates the District's mission, instructional philosophy, goals, and objectives;
- Researches, understands, and implements effective 21st Century educational systems reform;
- Plans, organizes, and coordinates program functions and activities which may include District, categorical, special curricular, and instructional programs and projects;
- Directs and coordinates department personnel, administrators, and teachers in developing instructional goals, objectives, and assessment systems to monitor the implementation of District professional development goals and priorities; including research-based instructional practices and assisting District and site administrators in planning staff development activities at the school level;
- Supports and guides department personnel, site administrators, and teachers in ensuring students are college and career ready, closing the achievement gap, and increasing student achievement, specifically at the K-12 schools which are not meeting accountability targets;
- Collaborates with the assistant superintendent to develop and oversee budget priorities for the District's instructional program, including EIA (LEP/SCE), GATE, Title I, Title II, and Title III;
- Oversees an ongoing procedure to ensure articulation across and between grade levels, including coordinating K-12 curriculum focus/planning groups to provide for articulation of, and alignment with, District standards, goals, and objectives;
- Coordinates instructional materials and technology as pertinent to the educational needs of the District;
- Oversees specialized instructional programs, including state and federal guidelines, structures, curriculum, and instruction;
- Establishes lines of communication with staff and the community regarding the District's instructional program;
- Assesses and analyzes program, site, and student data to ensure internal capacity to design and implement District and site level monitoring systems and evaluate the effectiveness of programs, curriculum, and instructional trends;

Senior Director, Educational Services – page 2

- Coordinates advisory committees as necessary;
- Collaborates with site principals to plan and coordinate academic support programs;
- Collaborates with Educational Services directors to ensure an effective Response to Intervention (RTI) which ensures that the District's instructional programs properly support the needs of all learners, including English Language Learners and special education students;
- Secures consultants, specialists, and other community resources to assist the District, principals, and instructional staff in attaining objectives;
- Assists the assistant superintendent in carrying out other duties and responsibilities as directed;
- Supervises activities to support programs of student attendance and discipline; confers with teachers, students, parents, and health and guidance staff concerning student needs;
- Supervises the implementation of federal, state, and District laws, regulations, and policies and procedures pertaining to special education, attendance, guidance, alternative education, and safety and assists them to achieve compliance.

Education and Experience

Education:

- Any credential authorizing service as an intermediate level administrator in a unified school district;
- Masters degree;
- Training beyond credential requirements in curriculum, supervision, methods and materials, organization, and administration;
- Doctoral degree is desirable.

Experience:

- Experience as a successful director;
- Five years of experience in education;
- Teaching experience at the elementary and/or secondary school level;
- Experience in coordination and supervision;
- Three to five years as a principal, who significantly increased student achievement is desirable.

Knowledge and Abilities

Knowledge of:

- Leadership development;
- Curriculum planning and development;
- Essential components of school innovation;
- Instructional techniques, methods, and materials;
- Coaching strategies;
- The elements of Program Improvement;

Senior Director, Educational Services – page 3

- State and federal requirements for servicing EL students.

Ability to:

- Communicate well, both orally and in writing;
- Interpret data;
- Exercise leadership role to improve focused collaboration within professional learning communities;
- Evaluate instructional program effectiveness;
- Plan, organize, and coordinate a variety of projects simultaneously;
- Advance a school by improving student achievement;
- Facilitate training and coaching for teacher/administration leadership;
- Work cooperatively with staff members, community, and parents.