

DIRECTOR OF EDUCATIONAL SERVICES**Job Summary**

Under the direct supervision of the Superintendent, the Director of Educational Services develops curricular programs mandated by the California Department of Education; provides guidance to instructional staff; monitors alternative education and special education programs; evaluates instructional assessment of the District; and performs related work as required.

Qualifications Required

- Master of Arts/Science Degree
- Administrative Service Credential
- Five or more years successful teaching experience
- Two or more years successful administrative experience
- Valid California Driver's License (Incumbent must be insurable at the "standard rate" by the employer's insurance carrier at all times while employed by CUSD. This position requires the incumbent to enroll in the DMV Government Employer Pull Notice Program at time of hire)

Knowledge and Ability

1. Knowledge of State adopted and District approved curriculum in grades K-12
2. Knowledge of current research regarding curriculum and instruction
3. Knowledge of various types of assessment tools
4. Knowledge of laws and regulations governing the use of standardized and non-standardized assessment tools and the implementation of curriculum
5. Knowledge of grant writing procedures
6. Ability to acquire current research regarding curriculum and disseminate the information
7. Ability to compile statistical data and generate reports from standardized and non-standardized assessment sources
8. Ability to supervise and evaluate classified and certificated personnel
9. Ability to access a wide variety of resources for instructional and professional use
10. Ability to present information in a clear, concise manner, both in oral and written format
11. Ability to access sources of grant funding and complete grant writing processes
12. Ability to assume leadership responsibilities
13. Ability to maintain cooperative and effective relationships with those contacted in the course of work

Essential Functions of this position, which include, but are not limited to, the following:

1. Supervises and oversees the Alternative Education Program
2. Supervises and oversees the Special Education Program
3. Oversees GATE Program
4. Responsible for updating and implementing District Technology Plan
5. Supervises and evaluates the effectiveness of regular and categorical instructional programs and curricula of the District
6. Implements curricular mandates of the California Department of Education
7. Utilizes Curriculum Advisory Committees to process subject specific curriculum development, adopt textbooks and produce implementation guides
8. Establishes and annual curricular plan and prioritizes articulation and grade level meeting needs in relationship to State framework
9. Evaluates and supervise the selection of K-12 textbooks and makes final recommendations for adoption by the Board of Trustees
10. Revises/updates changes in graduation requirements and recommends new high school courses of Board of Trustees approval
11. Coordinates library services in relationship to the curriculum cycle to include weeding and mapping processes
12. Confers with and assists site principals in curricular and instructional area site needs

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13. Supervises and evaluates BTSA
14. Maintains an active knowledge of professional literature in curricular areas, instructional methods and materials and assessment directions
15. Serves as an advisor in matters of curriculum, instructional techniques and assessment
16. Develops and administers budgets for all assigned programs
17. Maintains a working knowledge of statistical analysis tools
18. Analyzes instructional assessment data and makes recommendations for curricular improvement
19. Supervises staff evaluation and staff training
20. Evaluates alternative assessment programs: portfolios, exhibitions, presentations, interviews, curriculum embedded, running records, Observation Surveys and the California Learning Record, and makes recommendations for instructional improvement
21. Analyzes, interpret and evaluates major trends in curriculum, instruction, technology and staff development research relative to student outcomes
22. Assists in planning and implementation of district staff development programs
23. Provides new teacher curricular orientation
24. Disseminates information and in-services for principals and advisory committees on State documents, programs and mandates
25. Establishes textbook in-services, Professional Growth Day curricular implementation training and assessment data collection training
26. Conducts in-services for teachers of LEP students on reading/comprehension strategies
27. Attends program quality review training, state staff development and state testing conferences, and assists with district training
28. Applies organizational and communication theories, group process skills and empowerment strategies when facilitating committee activities and teacher/administrator meetings
29. Coordinates the process of updating the School Accountability Report Cards and provides District information for individual sites
30. Assists with the coordination of the community-based Public Education Foundation
31. Coordinates grant writing
32. Conducts parent/community and school site climate surveys
33. Coordinates California School Boards Foundation media awards with local newspaper
34. Evaluates all assigned certificated and classified staff
35. Participates as a member of the Curriculum, Instruction, Personnel and Projects (CIPP) committee
36. Reports on appropriate curricular issues at the Principal/Administrator Council (PAC)
37. Performs other related duties as assigned by the Superintendent

Physical Requirements of this position, which include, but are not limited to, the following:

1. Mental acuity to effectively manage educational programs, interpret and implement rules relating to these programs, make policy decisions, evaluate results, and make determinations relative to the effective performance of tasks.
2. Facility to sit at a desk, conference table or in meeting rooms of various configurations for extended periods of time.
3. Facility to see and read a computer screen, laws and codes, rules and policies, and other printed matter and related materials, with or without vision aids.
4. Facility to hear and understand speech at normal room levels, and to hear and understand speech on the telephone.
5. Manual dexterity to operate a telephone and enter data into a computer.
6. Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, presentations, other meetings and on the telephone.
7. Physical agility to lift, bend, stoop, and to reach overhead.
8. Facility to drive a car.

Working Conditions

- Continuous sitting, reading, writing and typing

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- Continuous hand-eye coordination and manipulation of large and small object
- Frequent standing and walking
- Occasional lifting of objects weighing up to forty (40) pounds
- Occasional twisting, reaching, stretching, pushing, pulling and dragging
- Requires the ability to hear at close proximity (up to five feet) and at a distance (up to twenty feet); clarity of vision at varying distances; and verbal and written communication in an articulate manner

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job