



Martinez Unified School District

"Together we will ensure diverse paths to educate students in their quest for knowledge and success"

POSITION DESCRIPTION

Job Title:	Director, Educational Services	Work Year:	225 Days
Reports To:	Superintendent	Salary Range:	MASA Salary Schedule, Director I

Primary Function:

Under the direction of the superintendent, oversee all functions related to curriculum and instruction, including: professional development, analysis of student learning data, professional development, and instructional materials. Under the direction of the superintendent, oversee specific aspects of the human resources, including: principal evaluations, collective bargaining, and personnel specific uniform complaints.

Essential Duties:

Curriculum & Instruction

- Supervise the review, selection, adoption and ordering of instructional materials
- Assist with the development and facilitation of the LCAP process
- Coordinate professional development
- Direct K-12 intervention services
- Coordinate state and district assessments, including analysis and reports on student performance
- Oversee the Report Card and Progress Report process
- Deliver regular updates and presentations to the Governing Board
- Provide instructional support to teachers and site administrators as needed
- Oversee implementation of Summer School programs
- Perform other duties as assigned

Human Resources

- Lead the collective bargaining process with our represented labor groups
- Establish a coherence of personnel resources and fiscal resources related to professional development and instructional programs
- Direct the process and procedures for receiving and investigating uniform complaints related to personnel
- Evaluate and supervise all site-based administrators

EDUCATION AND EXPERIENCE:

- Masters degree, valid California teaching and administrative credential
- Minimum five (5) years teaching experience
- Minimum (3) years of site principal experience
- Experience directing/supervising others, including evaluating other administrators
- Strong curriculum background
- Experience with collective bargaining

DESIRED CHARACTERISTICS:

- Strong organizational skills, task analysis, and analytical skills
- Strong ability to lead instructional programs
- Excellent presentation and communication skills, both written and oral
- Ability to facilitate large and small groups
- Ability to facilitate conflict management and mediation

LICENSES REQUIRED:

- Valid California Teacher Credential, (CLAD/BCLAD)
- Valid California driver's license

WORKING CONDITIONS:

- Office environment; driving a vehicle to conduct work; constant interruptions.

PHYSICAL ABILITIES:

- Sitting for extended periods; hearing and speaking to communicate and exchange information; using the telephone for extended periods; sufficient vision to assure accuracy of reports and documents; dexterity of hands and fingers to operate a computer terminal and office equipment; lifting light to medium weight objects; kneeling, bending at waist, and reaching to maintain and retrieve files.

BOARD APPROVAL: