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| <p><b>BENICIA UNIFIED SCHOOL DISTRICT</b><br/><i>Certificated Management Job Description</i></p> |
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**DIRECTOR OF EDUCATIONAL SERVICES**

**PRIMARY FUNCTION**

Under the direction of the Assistant Superintendent of Educational Services; coordinates and leads development, implementation, and evaluation of curriculum, assessments, professional development and instructional services.

**CORE COMPETENCIES**

- Instructional and programmatic vision, leadership and deep knowledge of CCSS/NGSS standards TK-12 and knowledge of and commitment to culturally responsive and equity centered practices.
- Expert at designing, assessing, and curating learner-centered curricular resources and supporting the curriculum adoption implementation processes.
- Deep knowledge of adult learning theory and the ability to lead teams in the development and delivery of high-quality, relationship-based, and purposeful curriculum Tk-12.
- Facilitation of data-driven and equity-focused teams and processes.
- Highly flexible and comfortable with change, growth and possibility.
- Skilled collaborator, communicator, and relationship builder.

**TYPICAL DUTIES AND RESPONSIBILITIES**

- Coordinates development, implementation, and evaluation of curriculum and instructional services.
- Leads and support systems and processes for the selection, development and curation of curricular resources in core content areas TK-12 so that all students have access to high quality curriculum, with particular attention to the needs of our most vulnerable student populations.
- Communicates the approved curriculum to the professional staff.
- Supports equity and culturally responsive pedagogy across Benicia Unified School District (BUSD) including articulation of a culturally responsive practices stance and alignment of curriculum and instructional practices.
- Assists in the development and coordination of the sections of the budget that pertain to curriculum and instruction.
- Keeps abreast of developments in curriculum and instruction and furnishes leadership in determining their appropriateness for inclusion in the district educational program.
- Guides development, implementation, and evaluation of pre-services and in-services training programs for professional personnel.
- Provides direct support to teachers and leaders in understanding and designing from core instructional resources, and leads teams in the process of revision and refinement of core resources.
- Researches various information (e.g. current practices, instructional materials, methods, curriculum guidelines, etc.) for the purpose of developing new programs and/or master plans.

- Identifies areas for curricular or instructional change, working closely with and in partnership with leadership/department/grade level teams.
- Works with principals and teacher committees in organizing and coordinating grade level and departmental meetings.
- Directs creation of and edits for publication all curriculum guides and materials prepared by and to be distributed among the instructional staff.
- Assists the Assistant Superintendent to oversee the effectiveness of district-wide systems that support elementary and secondary students and teachers, such as grading/reporting, selection of instructional materials, and deployment and utilization of academic technology.
- Engages with community members to ensure that learning is informed by expectations of the families that BUSD serves.
- Provides staff leadership to ensure understanding of and promotes the educational objectives of the district, and plans and administers programs of professional development activities for instructional personnel.
- Designs, facilitates, and delivers professional development for leaders, teachers, classified staff and, where appropriate parents, including yearly summer professional development.
- Observes teachers in their classrooms upon request of teachers and administrators and offers insights for the enhancement of the teaching-learning situation.
- Studies and evaluates, and as appropriate, recommends adoption of new instructional materials, methods and programs and assists in budget preparation of newly approved instructional programs as related to instructional supplies, equipment and materials.
- Assumes a leadership role in developing curriculum for any course newly mandated by legislature or the school committee.
- Maintains liaison and active participation with educational leaders in curriculum and instruction as the state, regional and national levels.
- Leads the secondary content area teams in developing resources to support Focused Instruction.
- Designs and executes projects to increase the integration of content area learning in the elementary and secondary grades, including revision to curriculum guides/assessments, design and implementation of professional development, and procurement of new instructional materials.
- Coordinates the intervention programs at the elementary sites.
- Evaluates and Directs Teachers on Special Assignment (TOSA), Reading Tutors, Intervention Specialists (as needed), Technology Integration Teacher (when needed), Instructional Coaches (when needed), and other alike personnel.
- Leads planning and implementation of Instructional Coaching Model.
- Works in tandem with the Assistant Superintendent of Educational Services to ensure the TK-12 articulation of curriculum and academic expectations, and to drive district wide instructional improvements in a coherent manner that supports district goals.
- Oversees English Learner Program, including facilitating DELAC and supporting ELAC at each school site and overseeing and leading the work of the Districtwide ELD coordinator (stipend position).
- Leads data and assessment analysis and makes recommendations for improvement in curriculum and instruction.
- Conducts curriculum audits and gathers and utilizes other sources of quantitative and qualitative data in conjunction with the school sites and District data processes to monitor progress toward improved students' outcomes.
- Participates in LCAP development process.
- Represents BUSD on county level committees and work teams where appropriate.

- Maintains liaison and active participation with educational leaders in curriculum and instruction in the county.
- Collaborates with the special education and student services department to support curriculum and program implementation.
- Partners with the Information Technology department to ensure alignment with curriculum, assessment, integration and other needs and the roll-out of such programs with technology to enhance student learning.
- Provides detailed written and verbal communication to all stakeholders.
- Oversees Title I and II programs.
- Present at Board Meetings for the purposes of informing the Trustees and community about the educational program in BUSD.
- Organizes, oversees, trains staff and creates implementation processes for districtwide benchmark assessments and coordinate statewide assessments (ELPAC, CAASPP, & CAST).
- Performs such other tasks and duties as assigned.

## **MINIMUM QUALIFICATIONS**

**Credential:** Possession of a standard administration credential or a credential of equivalent authorization issued by the California Commission on Teacher Credentialing is required; and,

**Education:** A bachelor's and master's degree from an approved institution are required; and,

**Experience:** A minimum of five years of certificated experience in curriculum and instruction practices in public or private schools is required.

## **DESIRED QUALIFICATIONS**

- Strong written and verbal communication.
- Ability in task organization, task completion and decision making.
- Ability to communicate with school-based and district staff on professional, specific and general areas of curriculum and instruction.
- Ability to function as a member of the leadership team.
- Knowledge and understanding of curriculum and instructional strategies.
- Knowledge of technology as well as instructional technology strategies.
- Ability to plan, establish priorities and implement activities for maximum effectiveness.
- Knowledge of School Board policies and practices.

## **PHYSICAL DEMANDS**

The physical requirements indicated below are examples of the physical aspects that a person holding this position must perform in carrying out essential job functions. Reasonable accommodation may be made to enable a person with a disability to perform the essential job duties.

- Sufficient vision to read printed material, and identify and distinguish objects.
- Sufficient hearing to hear conversations in person and on the telephone, and hear sounds clearly up to 5 feet.
- Ability to speak in an understandable voice with sufficient volume to be heard in normal conversation and on the telephone, and in addressing groups.

- Ability to exert up to 10 pounds of force to lift, carry, push, pull, or otherwise move objects.
- This type of work requires occasional or frequent standing, walking, sitting, or reaching for extended periods of time.
- Sufficient manual dexterity and/or mobility to grasp and/or manipulate objects, operate office equipment, and move about the work area and between work sites.

Board Approval- 09/03/2020