

## **Administration**

### **DIRECTOR, INSTRUCTIONAL SERVICES**

#### **Description of Position**

The Director, Instructional Services, will oversee every facet of the District and schools' operation that directly impacts student learning. This will include monitoring of District-wide classroom instruction, District student assessment systems and data management, and curriculum development for all subject areas. The Director, Instructional Services, reports to the Superintendent.

#### **Examples of Professional Duties and Responsibilities**

##### Communication

- Communicate effectively to bring all stakeholders together in pursuit of the District's commonly shared vision, mission, and goals.
- Communicate regularly with all members of the District, school sites, and community regarding student achievement, curriculum, instruction, assessment, and professional learning.

##### Instructional Services

- Serve as instructional leader to identify appropriate curriculum and evidenced-based instructional strategies to ensure effective implementation of the state standards and support high levels of academic achievement for all students.
- Plan, implement, and evaluate instructional programs with teachers and principals.
- Develop District curriculum maps and instructional pacing guides to ensure the teaching of state standards at each grade level.
- Direct and coordinate District curriculum and instruction councils/committees to ensure horizontal and vertical articulation and program coherence throughout the District.
- Coordinate the process for review and selection of standards-aligned instructional materials (textbooks, educational software, and supplemental resources).
- Coordinate and support implementation of state and federal programs to ensure district compliance. Coordinate the development of state and federally mandated plans and reports, including but not limited to the Local Educational Agency Plan, Local Control and Accountability Plan, English Learner Master Plan, School Plans, and the School Accountability Report Card.
- Coordinate required advisory committees for state and federal programs.
- Coordinate state and federal compliance reviews as required.
- Coordinate administration of the District's student data information systems.
- Supervise the State Preschool and School Readiness programs.
- Serve as liaison between the District and educational partners, including state, county, and city agencies, as well with local businesses, community organizations, and parents.

## **DIRECTOR, INSTRUCTIONAL SERVICES (continued)**

### Supervision and Evaluation

- Supervise and evaluate the capabilities of all assigned personnel, in accordance with District policies and procedures.
- Demonstrate critical thinking skills to document and recommend appropriate action in cases of substandard staff performance while following District guidelines.
- Identify and coach individuals to ensure building leadership capacity.

### Professional Learning

- Identify, plan, design, and provide professional learning for instructional staff.
- Secure consultants, specialists, and other resources to assist principals and instructional staff in attaining objectives.
- Seek, share, and implement best curricular practices.
- Keep informed on the latest research, trends, and developments in all areas of curriculum and instruction and interpret for staff, as necessary.

### Support Programs

- Oversee and coordinate the GATE program.
- Coordinate all services for English Learners.
- Coordinate the school library program.
- Collaborate with the Director, Student Support Services, to provide academic intervention programs for struggling students.

### Other

- Attend Board meetings and prepare such reports for the Board as the Superintendent may request.
- Ensure that District instructional goals and objectives are developed using collaborative processes and problem solving techniques, when appropriate.
- Serve as an active member of the Interdisciplinary Cabinet.
- React to change productively and perform other tasks as assigned.

## **Supervision Exercised or Received**

The Director, Instructional Services, is directly responsible to the Superintendent within the guidelines of the District Evaluation Policy.

The Director, Instructional Services, supervises and evaluates support personnel as defined by the Superintendent.

## **Qualifications**

1. Credential: Valid California Administrative Services Credential for K-6, or equivalent.
2. Education: Master's Degree from accredited college or university in educational administration or related education field.

## **DIRECTOR, INSTRUCTIONAL SERVICES (continued)**

3.     **Experience:**     Three years of successful administrative experience.
4.     **Personal:**     Possesses mental and physical health and hygiene conducive to the high standards of the District.
5.     **Knowledge:**    Of principles, techniques, strategies, goals, and objectives of public education; philosophical, economic, and legal aspects of education; procedures, methods, and strategies of organization, management, and supervision; Common Core State Standards (CCSS), 21st Century skills and instructional strategies regarding the elementary age child; curriculum development, professional learning communities, assessment and evaluation; result and performance evaluation techniques pertaining to program and personnel performance effectiveness, human relations strategies, conflict resolution strategies, and team building principles and techniques.
6.     **Ability:**        To work as part of an Educational Leadership Team focused on the District's strategic plan and goals, to lead school improvement and initiate change where needed to create a high-quality teaching and learning climate and culture, to direct, lead and coordinate multifaceted functions and activities of an elementary school facility; to analyze problems, determine alternative solutions, and make appropriate and effective decisions; communicate effectively in oral and written form; ability and desire to build and maintain effective relationships with children, parents, community and staff, to comply with the District's customer service standards, as outlined in Board policies.

**Period of Service:**   225 workdays annually

**Salary:**                Placement on the Management and Confidential Salary Schedule.

Approved: