



Job Description

Executive Director of Academic Services

Employment Status: Full-Time

FLSA Status: Exempt

Calendar: 260 Days

Experience Required: Two (2) years of successful educational administration experience and teaching experience.

Minimum Education Requirements: Master's Degree in a related field.

Department: Administration.

Direct Supervisor: Superintendent.

Primary Work Location: Office setting.

Certification: Education Degree, Administrative Degree.

Job Summary: Leads the overall delivery of the curriculum program and services through defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with established guidelines.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Manage curriculum development and content by aligning, monitoring, and observing to facilitate learning and ensure compliance with established guidelines.
- Provide instructional leadership support through academic interventions and instructional support for administrators and staff.
- Oversee and direct professional development and provide information on current trends, educational and regulatory changes, and meeting professional growth requirements.
- Oversee title programs and funding.
- Oversee Multi-tiered Systems of Support (MTSS) curriculum and instruction.
- Oversee new teacher orientation and mentoring.
- Oversee district summer school coordination, retention, and promotion.
- Direct the Dyslexia Mandate.
- Oversee the Director of Testing and Assessment, the Director of College and Career Readiness, Teaching and Learning Coaches, and the Supervisor of Student Data and Records.
- Collaborate with a wide variety of internal and external groups to implement program components, create long and short-term plans, and address organizational objectives.
- Compile and analyze data from internal and external sources for monitoring program components.
- Develop and oversee a wide variety of documents and presentation materials, independently and/or through delegation to other personnel.
- Research a wide variety of topics related to curriculum and instructions including policies, best practices, trends, and legislation.
- Respond to a wide variety of inquiries from internal and external sources and identify relevant issues and recommend or implement action plans.



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- Support the Superintendent, Board, and department administrators to achieve operational goals.
- Perform related work as required.

Knowledge, Skills, and Abilities (KSA's) for Position

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Laws, trends, policies, and guidelines of Academic Services.
- Principles and methods for curriculum and training design, teaching and instruction for individuals and groups.
- Methods for the measurement of training effects.
- Strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

Skills

- Strong leadership skills.
- Strong written and oral communications and relational skills.
- Select and use training/instructional methods and procedures.
- Operate a variety of office equipment, including computer, printer, calculator, and copier.

Abilities

- Maintain confidentiality required by law, policy or a specific situation.
- Attend Board meetings, District, community, and school events both on and off campus.
- Working independently under broad organizational guidelines to achieve unit objectives.
- Managing multiple departments.
- Effectively welcome and embrace differences among employees and citizens.
- Must be able to successfully complete a background investigation.
- Must be able to work a flexible schedule as needed.

**This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks. Must be able to successfully complete an intense background investigation.



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Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

Employee Signature

Date

Supervisor Signature

Date

Human Resources

Date