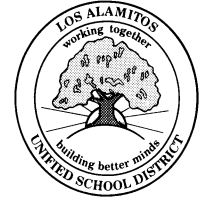


Job Description



Job Title: **DIRECTOR, EDUCATIONAL SERVICES**

- A. Primary Function: Direct, organize, plan, oversee and supervise the operations of the District's Preschool-12th grade instructional programs, instructional resources and special projects and implementation of California Common Core standards; coordinate and oversee the district's comprehensive assessment plan; provide leadership and assistance in the areas of curriculum development and implementation, professional development, assessment, evaluation, categorical programs, community relations and the goals of the Educational Services department; be a collaborative member of the Superintendent's cabinet.
- B. Directly Responsible To: Assistant Superintendent, Educational Services
- C. Assigned Responsibilities:
1. Support the Assistant Superintendent of Educational Services to implement the District's vision, mission and goals
 2. Provide leadership in the coordination of Preschool-12th grade programs in the following areas:
 - a. Categorical Programs/Consolidated Application (CARS), Title I, Title III, SIP, EIA, EL, GATE, Carl Perkins/Vocational and Alternative Education
 - b. Curriculum
 - Curriculum materials and technology
 - Research and development
 - Integration of technology
 - District and school plans
 - District visual and performing arts programs
 - c. Assessment and Accountability
 - District Benchmark program Preschool-12th grade
 - Testing materials
 - Test preparation
 - Report cards and online grading
 - Data analysis
 - Program evaluation
 - Federal and State-mandated accountability programs (API, AYP, STAR, HSEE, CELDT, CMA, CAPA, etc.)

- d. Library Media Programs
 - Coordinate instructional material resources including textbooks, media and technology
 - e. Communication
 - School Accountability Report Card
 - Materials and resources, SPSA
 - Maintain professional contacts and attends informational meetings as needed
 - g. Grants and Applications
 - Research and pursue grant opportunities
 - Facilitate state and federal application opportunities such as the Distinguished Schools and Blue Ribbon school recognition programs
3. Coordinates the Federal, State and districtwide assessment programs Preschool -12th grade
 4. Assumes responsibility for providing, reviewing, evaluating, and reporting results of all federal, State, and district assessment programs to various stakeholders
 5. Assists in the development of the philosophy, goals, objectives and evaluation of the District curriculum, instruction, assessment and categorical programs and provide coaching and staff development for various stakeholders
 6. Assists building level administrators and teachers in analyzing their school data to identify low-achieving students, design effective remediation and provide required information for state and local reports
 7. Implements procedures for textbook screening and selection and provides for piloting of instructional materials
 8. Participates in Program Quality Reviews, Coordinated Compliance Review, WASC and Curriculum Audits
 9. Provides leadership that promotes collaborative planning, innovative thinking and exemplary programs and services throughout the district
 10. Provides highly visible educational leadership in local schools and the broader community
 11. Assist in identifying instructional priorities for program development and improvement; develop strategies and training to support identified priorities
 12. Leads, develops and implements a Preschool-12th grade curriculum, based on California Common Core and district instructional priorities.
 13. Supervises and coordinates pupil reporting programs and services
 14. Develops and implements summer school at the elementary level
 15. Directs the communication and interpretation of current research and educational technology in curriculum as it applies to the school program

16. Provides administrative and organizational leadership for the district child welfare and attendance office
17. Provides leadership for maintaining and improving attendance and disciplinary procedures in the individual schools of the district
18. Manages the total operation of the School Attendance Review Board (SARB) and oversees the chairperson
19. Provides leadership in the resolution of parent complaints, staff complaints, and operational problems.
20. Performs other duties as assigned

D. Qualifications:

- Commitment to Los Alamitos Unified School District's mission, vision and priority goals
- Passion for working with children; ability to motivate and support staff in reaching high levels of academic success
- Outstanding skills in problem-solving and critical-thinking
- Excellent communication and interpersonal skills, with the ability to engage and work closely with a wide range of stakeholders
- Experience planning and managing complex projects
- Ability to efficiently interpret, manage, and utilize multiple sets of data in order to best support student's progress
- Possesses a thorough understanding of curriculum and learning theory
- Ability to learn laws, rules, policies, practices and procedures related to public education, and specific to Los Alamitos Unified School District
- A results-oriented, goal driven, team approach to work
- Ability to be flexible and revise priorities in accordance with requirements of the Superintendent or designee
- Ability to motivate stakeholders to implement district vision, Board priorities and district goals
- Ability to exercise confidentiality
- Knowledge of current tools and techniques utilized throughout the State to assess student performance, including standards-based student accountability system
- Demonstrate a willingness to learn and remain current on educational research, best practices in instruction, curriculum and assessment
- Strong computer and technology skills including troubleshooting and an ability to communicate about technical difficulties as needed
- Instructional coaching experience preferred
- Demonstrate strong leadership and effectively present and respond to questions from various stakeholders

1. Credential: California Administrative Services Credential and teaching credential
 2. Licenses: Valid driver's license
 3. Education: Master's Degree in educational administration or related area is required; earned doctorate desired.
 4. Experience: Five years of successful classroom teaching experience and three years of site and/or district-level administrative experience highly preferred; demonstrated success in working with and through others to develop and improve the educational environment of the district; demonstrated ability to provide strong leadership for research, planning and identification of strengths and weaknesses in programs and services to stimulate staff cooperation in developing appropriate plans for improvement.
- E. Work Year: 226 days
- F. Physical Demands and Working Conditions
The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Must be able to bend, stop, reach, lift, and stand for prolonged periods; see to read fine print and for close vision, distance vision, and depth perception; use hands and fingers to perform tasks; speak clearly and hear well enough to communicate effectively; frequently lift, pull/push up to 25 lbs.

Board Approved: May 8, 2012