

Western Placer Unified School District

POSITION DESCRIPTION

Position Title: **Director of Educational Services**
Department: Educational Services
Reports to: Assistant Superintendent of Educational Services

SUMMARY:

Assists the Assistant Superintendent in developing, overseeing, and managing the day-to-day operations of educational programs and services for the District. Plans, develops and implements functions related to curriculum, instruction, staff development, textbook adoption, District's testing and assessment programs, Mentor Teacher Program, Special Education, High Achievers, Honors and GATE Programs, assists in non-English speaking student services, provides leadership for school Site Based Management Teams, cooperates in the development of the annual consolidated application and Local Improvement Plan.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provides leadership in planning and conducting curriculum studies including special programs for new courses, funding, staffing requirements and curriculum impact.
- Participates in the selection of textbooks and provides guidance concerning textbook and other instructional material usage.
- Assists in overseeing the development and implementation of instructional programs.
- Assists in overseeing professional development activities for the District. Ensures a staff development program that addresses curriculum needs.
- Assists in managing instructional departments including Gifted and Talented, Bilingual, K-12 Music, and Art and Elementary Science programs.
- Administers student teacher placement.
- Coordinates and monitors the district school improvement process.
- Assist in developing the central instructional budget.
- Applies for and writes grant applications, when appropriate.
- State and Federal Categorical Funded Programs.
- State and Federal Drug, Alcohol and Tobacco Programs.
- Preschool, Latch-Key and related programs.
- Consolidated Application.
- Provides assistance and leadership in the development, implementation, articulation, and supervision of K-12 curriculum and instruction and ensures alignment with the District's strategic plan, initiatives and SMART goals.
- Provides processes enabling staff to be knowledgeable about current curriculum and instructional issues.
- Responsible for the process of aligning standards, curriculum and instructional support programs, and accountability systems.
- Assist in providing for the monitoring and evaluation of district instructional programs to ensure equity in educational services provided to all students.
- Provide direction and supervision of grants and programs as assigned.
- Assist in the preparation for and participation in Consolidated Program Monitoring (CPM).
- Assist schools to develop accountability, performance and intervention strategies.
- Assist staff in test interpretation; develop and implement testing calendar.
- Provides direction and assistance to principals with a focus on student achievement and District/school educational goals.
- Supervises district coordinators or teachers on special assignment as assigned.

- Observe, evaluate and monitor performance of certificated and classified personnel assigned to the department.
- Observe and evaluate the K-12 instructional program and support services by regular visits to sites and conferring with principals, teachers and parents.
- Assists site principals in teacher/staff evaluation requirements.
- Assemble, interpret and distribute curriculum, instruction and assessment legal updates and regulations to school sites and District Office.
- Provide information to parent/community about the professional learning community process and the instructional program.
- Respond to parent and student concerns and appeals.
- Other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

Is responsible for assisting the Assistant Superintendent of Educational Services in the overall direction, coordination, and evaluation of Bilingual Services; Special Education; Gifted and Talented, Music, Art, and Science and other Educational Services programs.

Carries out supervisory responsibilities in accordance with the District's policies and all applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Administrative credentials, plus five years classroom experience, and previous administrative experience, knowledge of K-12 curriculum, possesses strong skills in working with groups, curriculum and staff development experience.

CERTIFICATES, LICENSES, REGISTRATIONS:

Administrative certification and a valid teaching certificate.

LANGUAGE SKILLS:

Ability to read, analyze and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from the public, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to administrators, public groups/community, and Board of Trustees.

MATHEMATICAL SKILLS:

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS and ABILITIES:

Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the school community. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Trustee policies.

PHYSICAL DEMANDS:

The physical demands described here 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.

While performing the duties of this position, the employee is frequently required to sit, walk, stand and talk or hear. Specific vision abilities required by this job include close vision, distance vision. Some driving is required. Frequent writing is required. Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints, interacting with the public and other workers. Occasionally the position requires the employee to work irregular or extended hours, direct responsibility for the safety, well-being or work output of other people and meet multiple demands from several people.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

The information contained in this job description is for compliance with the American with Disabilities Act (.A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.