

## ASSOCIATE DIRECTOR OF INSTRUCTIONAL SERVICES

Classification: Administrator

Location: District Office

Reports to: Executive Director, Equity and Instructional Services

Employee Group: NCAA

FLSA Status: Exempt

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

### **Part I: Position Summary:**

Planning, directing, and coordinating all functions of the Title I program including:

Title I instructional supports: assessing the need for and ensuring student access to Title I services and support; communicating with and engaging parents and community members in Title I support; ensuring compliance with local, state, and federal requirements for Title I programs and support; planning, coordinating and implementing professional development for Title I teachers and staff.

Planning and coordinating the implementation of professional development and support, and design of bilingual program including: bilingual teacher recruitment and support; assessing the needs for students to access bilingual programs; communicating with and engaging parents and community members whose children are served in bilingual programs; ensuring compliance with local, state, and federal requirements for Title III programs and support.

### **Part II: Supervision and Controls over the Work:**

Serves under the administrative supervision of the Executive Director of Equity and Instructional Services. Is responsible for results in terms of effectiveness of planning, compliance with policies and programs, quality of supervision, and contribution to achievement of district and department goals and objectives. Work is guided by, and must be in compliance with, federal and state law, policy direction of the School Board, and compliance with federal, state and local regulatory agencies.

### **Part III: Major Duties and Responsibilities:**

#### 1. Program Operations:

- a. Administers Title I programs consistent with federal, state, and district policy and regulations.
- b. Prepares, expends and monitors the Title I budget.

- c. Supports building level programs to ensure compliance.
- d. Facilitates staff development for Title I teachers and staff based on district objectives to ensure students growth in Title I goal areas.
- e. Analyzes, prepares and maintains statistical data to meet Title I reporting requirements consistent with federal, state, and district policy and regulations.
- f. Serves as the district liaison to the Department of Education for Title I programs.
- g. Supports bilingual education program growth and development including professional development for teachers and staff, curriculum and assessment specific to target language acquisition.
- h. Supports Title III program growth and development including professional development for teachers and staff, curriculum and assessment specific to English language acquisition.
- i. Assists in the strategic planning, goal setting, and visioning involving all stakeholders. Assists in marketing and gaining support for the vision.
- j. Coordinates acquisition, planning, and support of grants and partnerships that support federal programs.

2. Staff Supervision:

Assists Executive Director in all aspects of staff supervision to include:

- a. Assisting in recruiting and assigning staff.
- b. Evaluating the need for, developing, and delivering staff training. Ensuring that all mandatory safety training is provided and completed in a timely manner.
- c. Fostering effective teaming and collaboration within the staff and other departments in service of English Learners, and Bilingual Education (Special Education, Teaching and Learning).
- d. Creating effective communications with staff to ensure that all staff is timely and effectively informed of department policies, issues, guidance, and operational requirements and expectations.
- e. Creating an environment in which staff can provide open and candid feedback and suggestions. Working closely with staff to resolve conflict and collaboratively work together to seek solutions and resolutions.
- f. Participating in the performance evaluation of staff to include intervention when performance fails to meet expectations.

3. Customer Service and Communication: Assists in creating a customer service culture that ensures the operational program is responsive and sensitive to the needs of students, patrons, and school staff. Assists in creating a welcoming environment and providing flexibility to respond to the needs of customers. Assists in preparing school and parent communications. Responds to school and parent inquiries.
4. Accounting and Budgeting: Participates in department budget preparation, and in assuring that the department operates in conformance with approved budget and financial control requirements and is consistent with federal, state, and district policies.
5. Program Evaluation, Analysis and Feedback: Participates in periodic assessment of program effectiveness and/or changing needs. Assists in researching and evaluating departmental needs and recommendations for improvement based on student data.
6. Leadership: Serves as an alternate representative (to the Executive Director – if requested) at district, regional, state and federal meetings or events.

#### **Part IV: Minimum Qualifications:**

1. Incumbents must have successful experience in working with culturally and linguistically diverse families and/or communities, or have otherwise demonstrated a commitment to equity and strengthening engagement of a diverse community and skill in communicating with a diverse population.
2. Possess or ability to obtain Oregon administrative license.
3. Minimum of five (5) years of progressively responsible experience in English Language Learner programs and bilingual education which included responsibility for developing and delivering and/or supporting teacher and staff training.
4. Skills in developing and maintaining relationships with a diverse community.
5. Strong understanding and history of successful customer service and ability to establish and maintain effective relations with patrons and staff.
6. Effective oral and written communications, strong analytical ability, and the ability to prepare efficient and effective studies and reports.
7. Ability to work both independently and cooperatively.
8. Ability to organize work, set priorities, and meet deadlines.
9. Demonstrated supervisory ability in observing, evaluating, and developing teachers and support staff.
10. Valid state driver's license.

**Part V: Desired Qualifications:**

Bilingual ability in language(s) appropriate to the District's student and parent demographics.

**Part VI: Physical and Environmental Requirements of the Position:**

The physical demands and work environment 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 job, the employee is frequently required to sit, talk, lift, carry, move about, hear and speak. Employee may be required to perform extensive work at a computer display terminal.

The employee must occasionally lift and/or move 25 to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.