

REDLANDS UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

TITLE Director II, Staff Development and School Improvement

QUALIFICATIONS

CREDENTIAL: Required Appropriate California Administrative Credential

EDUCATION: Required M.A. or M.S.; site or program administrative experience.

EXPERIENCE: Required Three or more years of successful teaching experience; a minimum of three years of successful administrative experience, site or program level; and demonstrated expertise in assessment, staff development, and school improvement strategies.

Desired Three or more years of experience as a principal. Five or more years of work with accountability, staff development and/or school improvement programs.

PERSONAL

QUALIFICATIONS: Character, personality, and proper social capability to relate effectively with racially and ethnically diverse staff, students, and community. Demonstrated ability to work with a wide variety of community groups and organizations.

BRIEF DESCRIPTION OF POSITION

Under the direction and supervision of the Assistant Superintendent, Educational Services, the Director II, Staff Development and School Improvement assists in the planning, coordination and supervision of common core state standards and assessment activities; provides technical assistance to schools and the District in the areas of standards, assessment, data analysis, and accountability; assists in designing standards, accountability and assessment methodology; coordinates program monitoring and evaluation; and assists in the coordination of progress monitoring of students at both site and district levels.

This position directs the planning, implementation, and maintenance of a model program of staff development for district personnel which conforms to district and state objectives; serves as a resource to other school personnel; and maintains adequate staffing to ensure that objectives of programs and services are achieved within budget guidelines.

The Director II, Staff Development and School Improvement provides instructional leadership and support related to instruction, intervention, and data analysis. The position serves as an integral team member responsible for the development and implementation of curricular programs and improvement strategies across all schools; is committed to meeting the needs of all students, school leaders, and teachers to ensure that student learning and achievement are maximized; and builds capacity in principal and teacher instructional leadership.

DUTIES AND RESPONSIBILITIES

As assessed by the Assistant Superintendent, Educational Services, the duties and responsibilities of the Director II, Staff Development and School Improvement will be as follows:

1. Supports the development, implementation, monitoring and evaluation of the District's assessment program.

2. Monitors and evaluates instructional services and programs for educational effectiveness.
3. Supports the District's assessment program to include state mandated testing, and districtwide and site assessment efforts.
4. Assists in the development and implementation of standards, policies, and procedures.
5. Prepares local and state reports related to the California Assessment of Student Performance and Progress (CAASPP) program, district developed performance-based assessments, basic proficiency assessment, and other state mandated assessments.
6. Disseminates and provides technical assistance to site/district to collect, display, analyze, and use data for instruction and program decisions.
7. Develops and delivers training and staff development activities for facilitating proper test administration, interpretation, and utilization.
8. Orders, organizes, and distributes district-wide survey tests, as well as tests that are appropriate for specific research and assessment purposes.
9. Coordinates the alignment of resources, instruction, assessment, curriculum, materials, and professional development with district adopted standards.
10. Coordinates structure and facilitates district-wide networking of schools to exchange intervention strategies and manage data related to standards, student achievement, and accountability reporting.
11. Develops, prepares, and presents professional development related to alignment of curriculum, assessment, resources, and standards.
12. Collaborates with others (e.g. district personnel, personnel from other districts, community organizations, etc.) to implement and maintain services and/or programs.
13. Coordinates with other district personnel (e.g. district and building administrators, a variety of committees, etc.) to serve as a liaison and resource, identifying training needs and/or coordinating professional development services within the District.
14. Designs services (e.g. training, programs, materials, etc.) for implementing professional development program activities that address the training needs of the District.
15. Develops long and short-range plans/programs to ensure that district resources are effectively utilized.
16. Monitors fund balances of assigned programs and related financial activity to ensure that expenses are within budget limits and/or fiscal practices are followed.
17. Monitors professional development services (e.g. consultants, course outcomes, staff training, etc.) to ensure that performance outcomes are achieved within budget, department, and district objectives.
18. Researches a variety of information (e.g. courses, materials, training consultants, etc.) for developing new programs that meet staff training needs.

19. Schedules and publicizes staff development activities according to established guidelines to promote professional development.
20. Provides leadership and guidance to individual schools regarding improvement plan implementation.
21. Regularly conducts classroom observations and instructional rounds to ensure effective communication, support, and educational program efficacy.
22. Assists schools in the development and articulation of clear goals and measures achievement against the goals.
23. Provides leadership for the development and implementation of instructional programs and intervention plans.
24. Oversees textbook adoption processes, school curriculum development, and implementation to ensure compliance with local, state, and federal policies regarding English Learners, Special Education populations, and other learners.
25. Collaborates with principals, TOAs, and teachers to integrate effective research-based teaching strategies and methodologies into the classroom.
26. Assists in the planning, coordination, delivery, and monitoring of professional development with the purpose of enhancing student achievement.
27. Models demonstration lessons, facilitates co-teaching/co-planning, and engages in curriculum development focused on common core state standards-based instruction.
28. Performs personnel functions (e.g. interviewing, evaluating, supervising, etc.) to maintain adequate staffing and to enhance productivity of personnel and achieve objectives within budget.
29. Assesses district schools identified for program improvement and/or scoring below local or state target levels to coordinate appropriate district and state support for the identified schools.
30. Assists in the management of informal and formal parent complaints.
31. Assists with the selection, support, and evaluation of teachers on assignment (TOAs).
32. Performs other related duties as assigned by the supervisor.

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