

DINUBA UNIFIED SCHOOL DISTRICT

CLASS TITLE: DIRECTOR - INSTRUCTIONAL SERVICES

BASIC FUNCTION:

Under the direction of the Assistant Superintendent-Instruction and Human Resources, plan, organize, control and direct the implementation and monitoring of the categorical programs of the District; maintain and assure compliance with federal and State rules, laws and regulations; monitor categorical budgets; evaluate the effectiveness of categorical programs; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, control and direct the implementation and monitoring of the categorical programs of the District; maintain and assure compliance with federal and State rules, laws and regulations.

Oversee the fiscal management of State and federal categorical programs; manage and monitor funding and compliance; support the coordination and implementation of categorical funding to assure requirements are met and activities and uses of fiscal resources are optimal and well-coordinated with District focus and goals.

Prepare various documents related to categorical aid funding for the District and sites; prepare and submit the consolidated application; allocate categorical aid funds to the District and sites; coordinate funding for categorical personnel with Principals and fiscal services; assist with the development of District and site categorical program plans and budgets; approve and monitor categorical expenditures; maintain required personnel activity reports.

Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

Attend and conduct a variety of meetings as assigned; attend and/or serve as a member of various District advisory groups, teams and committees; serve as the District representative on the State Center AEBG Consortium Board; provide training and guidance to committees.

Coordinate various assessment and testing activities; train staff on proper assessment procedures and assure proper credentials of staff; evaluate results; assure accountability to the State.

Assure safe schools, student achievement, safe and drug free schools, and learning enrichment and assistance plans and programs are updated annually and submitted to the Board for approval according to established procedures and guidelines; provide support to Principals in the writing and approval process; assure compliance with State and federal laws; assure District and site compliance with ESEA and NCLB requirements and regulations.

Provide consultation and technical expertise to personnel, faculty, administrators and others concerning assigned programs and services; assist the District and sites with program effectiveness evaluation; respond to inquiries and provide detailed and technical information concerning related standards, requirements, time lines, grants, applications, issues, principles, practices, techniques, laws, codes, regulations, initiatives, policies and procedures.

Oversee and coordinate the technical aspects of summer school, homeless services, private school services, supplemental educational services/choices, and District and site compliance and program improvement.

Provide technical expertise, information and assistance to the Assistant Superintendent regarding assigned functions; assist in the formulation and development of policies, procedures and programs.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities.

Operate a computer and assigned software programs; operate other office equipment as assigned; drive a vehicle to conduct work as assigned.

Plan, organize and coordinate District-wide TK-Kindergarten registration activities.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of the instructional operations, activities and services of designated State & federal specially-funded categorical programs.

Proper administration of grants and funds for categorical programs.

Local, State and federal standards and requirements governing assigned programs and services.

Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of District students.

Principles, practices and procedures involved in the development and implementation of instructional programs, services, goals, objectives, plans, strategies, standards, projects, processes and procedures.

Policies and objectives of assigned programs and activities.

Oral and written communication skills.

Budget preparation and control.

Principles and practices of administration, supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Public relations techniques.

ABILITY TO:

Plan, organize, control and direct the instructional operations, activities and services of the District's State & federal specially-funded categorical programs.

Coordinate and direct communications, information, fiscal functions, grants, projects and personnel to meet program needs and assure smooth and efficient activities.

Supervise and evaluate the performance of assigned personnel.

Oversee the development and implementation of specially-funded programs and related services, activities, goals, objectives, plans, strategies, standards, projects, processes and procedures.

Monitor, evaluate and modify services, policies and procedures to enhance the educational and financial effectiveness and operational efficiency of assigned programs.

Administer the acquisition, disbursement and maintenance of grants and related program funding.

Provide consultation and technical expertise concerning assigned programs and services.

Communicate effectively both orally and in writing.

Interpret, apply and explain laws, codes, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Prepare comprehensive narrative and statistical reports.

Direct the maintenance of a variety of reports, records and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: master's degree in education or related field and five years teaching, administrative, program administration or related educational experience including work with categorical programs and services.

LICENSES AND OTHER REQUIREMENTS:

Valid California Administrative Services Credential, Teaching Credential or other appropriate credential.

Valid California Class C Driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.

Hearing and speaking to exchange information and make presentations.

Employee _____ Date _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Board Approved: March 9, 2017