GATEWAY UNIFIED SCHOOL DISTRICT

4411 Mountain Lakes Boulevard
Redding, CA 96003

JOB DESCRIPTION: DIRECTOR OF INSTRUCTIONAL SERVICES

DEFINITION:

Under the direction of the Superintendent, the Director of Instructional Services shall provide leadership and direction to the District's instructional program and shall be responsible for overall planning, administration and evaluation of curriculum and instructional services, student assessment and professional development; plans and implements the policies, regulations and guidelines pertaining to the District special projects; provides leadership and direction in other operations of the District as assigned by the superintendent.

DISTINGUISHING CHARACTERISTICS:

This position requires subject matter expertise in educational programming and curriculum and instruction strategies. Directly related administrative and leadership experience is necessary to manage the District educational programs and services. This is a sedentary position and performs light work that involves sitting a portion of the time, but does require walking and standing for extended periods. This position requires accurate perceiving of sound, near and far vision, depth perception, working with educational materials and objects and providing oral information and direction.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

ESSENTIAL FUNCTIONS:

- Promotes the educational vision of the District.
- Assists the Superintendent in the development of educational policies and programs.
- Directs the District's program of curriculum development, textbook adoption, use of instructional supplies and equipment and the effective use of instruction methods and procedures.
- Directs the District's test and evaluation programs.
- Participates as a member of the Superintendent's Cabinet and represents the Superintendent at County and State level meetings.
- Provides leadership and guidance to teacher work groups and committees.
- Develops district standards for curriculum and instruction.
- Supports the principals in matters related to curricular development and instructional improvement and shall assist the Superintendent in evaluating their performance in these areas.
- Plans staff development and assists the schools in developing plans which connect the educational goals of the District and schools.
- Prepares/presents comprehensive reports regarding student achievement.
- Plans and coordinates the District's special funded programs.
- Advises administrative and instructional personnel and site councils concerning school improvement and remediation activities.
- Researches and seeks out state and federal funding sources.
- Develops special funded grant proposals.
- Plans and implements project evaluation and assessment processes.
- Analyzes evaluation and assessment documentation and recommends revisions to the special project master plan.

QUALIFICATIONS:

•Serves as the liaison to state and federal agencies responsible for special project guideline and procedure compliance.
•Assists in the development and distribution of the special funded program consolidated applications.
•Performs other duties as assigned by the Superintendent.

Knowledge of
•Instructional testing and evaluation;
•Organization of instructional systems which include curriculum, instruction and assessment components;
•Practices of coherent curriculum, effective instructional practices, comprehensive assessments, effective professional development, and continuous school and district improvement;
•Current accountability and instructional state initiatives;
•Public speaking and group facilitation techniques;
•Writing skills for effective communications as well as securing grants and other fund generating documents;
•Interpersonal skills using tact, patience and courtesy;
•Budget preparation and control.

Ability to
•Plan a variety of assigned programs and services to deliver direct services to students;
•Lead group meetings and collaborative decision processes;
•Assemble and analyze data and make appropriate recommendations;
•Prepare and make clear and concise written and oral reports and presentations;
•Provide guidance and direction to managers and other school district personnel, which may concern various phases of their individual budgets and business operations and all aspects of the instructional system including support for students, teachers, site and district administrators;
•Train, supervise and evaluate personnel;
•Use technology and provide staff with technological guidance and support;
•Provide staff development.

EXPERIENCE AND EDUCATION

•A minimum of five years of teaching or related Administrative experience.
•Demonstrated expertise in planning and implementing effective instructional programs.
•Completion of a Master's degree or higher degree from an accredited college or university in a field related to stated responsibilities.
•Possession of valid California Administrative Services credential.