

27J SCHOOLS
ADMINISTRATIVE POSITION JOB DESCRIPTION

Job Title: Director of Student Achievement
Last Modified: December 2020
Work Year: 260 Paid Days
Department: Student Achievement
Reports To: Chief Academic Officer

POSITION SUMMARY: The Director of Student Achievement is responsible for leading and facilitating PK-12 highly effective data-driven instruction, professional learning, and management of Title Funds with the purpose of significantly improving the academic achievement of all schools through supervising and building the leadership capacity of Principals.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Acts as resource and liaison to all District administrators on issues of instruction, evaluation, staff development, accountability, accreditation, and other areas as appropriate.
2. Demonstrates positive, collaborative leadership and participates in collegial problem solving in a variety of situations, departments and schools, emphasizing teamwork and beneficial effects on student learning.
3. Serves as supervisor, evaluator and coach of Principals with Chief Academic Officer.
4. Supervises and evaluates the Instructional Specialist, EL Instructional Specialist and the District Staff Professional Development Programs, including teacher induction, mentor programs and early release professional development days.
5. Assists in the long-range professional development planning based upon the District mission, significant student outcomes, needs assessment data, and curricular programs.
6. Provides consultant assistance and problem-solving support to staff on instruction.
7. Leads district student achievement efforts and instruction.
8. Manages District and School Accountability and Accreditation through Unified Improvement Plans.
9. Acts as resource and liaison to all District administrators on issues of accreditation, supporting English Learners and other areas as appropriate.
10. Attends the District Leadership Council and other meetings associated with areas of responsibility.
11. Develops, implements, and monitors federal ESSA, and, ESEA grants, programs and budgets-
12. Leads Title I, II, III programming as Titles Director.
13. Leads ELPA budgeting and funding.
14. Collaborates with Principals to maximize Title dollars
15. Coordinates with Directors in Student Achievement Division and other district level staff to maximize the effectiveness of Grant implementation.
16. Leads implementation, monitoring, and sustainability of AVID College Readiness System as AVID District Director.
17. All other duties as assigned.

EXPERIENCE AND ACADEMIC PREPARATION:

1. Must have Administrative/Principal Certification/Licensing as required by Colorado Department of Education.
2. Master's degree plus additional coursework for certification or licensure.
3. Experience in leadership, change and systems development.
4. Minimum 5 years of experience in K-12 education required.
5. At least 3 years of administrative experience that must include school administration experience required.
6. 3 + years of classroom experience required.
7. Proven knowledge of diversity across a wide spectrum of areas; e.g., language, ethnicity, gender, etc.
8. Bilingual literacy in Spanish preferred.

OTHER REQUIREMENTS:

Ability to:

- understand, exchange, and present verbal information/instruction with others of varied back grounds.
- read and understand written materials.
- translate verbal communication into effective written material; e.g., reports and other documents.
- summarize written material into effective verbal communication; e.g., oral reports to groups or individuals.
- remember situations, details, laws, regulations, procedures, policies, and the like.
- understand and perform mathematical computations.
- apply problem solving skills in developing solutions for unanticipated issues and challenges.
- conceptualize and apply analytical skills.
- identify conflict and take the steps necessary to resolve the issues.
- understand and apply organizational theories and practices in the administration of policies, procedures, programs and communications.
- experience working with high risk students.
- effectively communicate orally and in writing, with students, parents, staff and governmental agencies.
- use problem solving and conflict resolution skills.

EQUIPMENT USED: Telephone, computer, facsimile machine, copiers, printers, audio/visual equipment and other business related equipment.

PHYSICAL REQUIREMENTS:

1. Ability to grasp and manipulate office equipment and other similar tools and equipment.
2. Ability to participate in routine conversation in person or via telephone.
3. Ability to distinguish small objects at near distances.

ENVIRONMENTAL CONDITIONS: The majority of this position's duties are performed inside. Position has little or no exposure to adverse weather or environmental conditions.