



Romoland School District

JOB DESCRIPTION

DIRECTOR OF EDUCATIONAL SERVICES

DEFINITION

Under the direction of the Assistant Superintendent of Educational Services, this position is responsible for the development, implementation, support, evaluation, and coordination of assigned curriculum, testing, and instructional programs and projects.

DUTIES and RESPONSIBILITIES

- Work collaboratively with schools and district departments.
- Support the design and delivery of professional development across departments in support of the Local Control and Accountability Plan.
- Create, facilitate, and implement an assessment and accountability system to address the rigor of the California content standards.
- Monitor after school programs to evaluate the effectiveness of the program.
- Work with administrative staff in other departments and sites to ensure that the work of the department is well-coordinated and clearly communicated.
- Plan, design, and conduct evaluation of educational programs and policies utilizing quantitative and qualitative methods, including evaluation of local initiatives as well as Federal, State, and other categorical programs.
- Manage timely production of accurate, comprehensible, and accessible reports and program evaluation findings for teachers, principals, community members, superintendent's cabinet, and the Board of Education.
- Lead, manage, and implement professional development for certificated and classified staff members.
- Incorporate the philosophy, goals, objectives, and policies adopted by the Board of Education in to the design and delivery of programs.
- Manage program budgets to ensure compliance with all legal requirements.
- Provides direction for incorporating legal requirements and State and Federal mandates in District programs.
- Provides support and oversight of instructional coaches.
- Provides professional development to district staff on topics of intervention, and effective strategies for teaching special needs students.
- Develop and supervise the implementation of procedures for the custodianship of student records in compliance with State and Federal law and District policy.
- Coordinate district implementation of state assessments.
- Coordinate annual district stakeholder surveys.
- Support the design and implementation of multi-tiered systems of support for students.

DUTIES and RESPONSIBILITIES (continued)

- Supervises and coordinates home instruction for home and hospital students.
- Support site administrators with the implementation of district and school site initiatives in alignment with the Local Control and Accountability Plan
- Develop and monitor systems of vertical articulation between the Early Childhood Education program, TK-5 and 6-8
- Facilitate curriculum adoptions.

Knowledge of:

- Culturally and linguistically responsive approaches to leadership and instruction.
- Current educational research, pedagogy, and instruction.
- Current educational programs most widely implemented in K-12 California schools.
- Applicable laws, codes, regulations, policies, and procedures.
- District organization, systems, operations, policies, and objectives.
- Principles and practices of administration, supervision, and training.

Ability to:

- Perform effectively in a fast paced work environment.
- Supervise and evaluate the performance of assigned staff.
- Demonstrate leadership, management skills, and team building capacity.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies, and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and timelines.
- Work independently.
- Direct the maintenance of a variety of reports and files related to assigned activities.
- Plan and organize work.
- Performs additional duties and responsibilities as directed by the Assistant Superintendent.

EDUCATION and EXPERIENCE

Education: Advanced Degree desired from an accredited college or university. Valid California credentials authorizing teaching and administration.

Experience: Demonstrated experience in classroom teaching and administrative experience as a principal (elementary preferred). Experience in staff development, program monitoring, curriculum development, and/or grant writing desired.

PHYSICAL DEMANDS and WORKING CONDITIONS

Essential physical requirements, which the candidate must possess, are indicated with an "**E**".

- Ability to work at a desk, conference table, or in meetings of various configurations. **E**
- Ability to circulate for extended periods of time. **E**
- Ability to see for purposes of reading laws and codes, rules and policies, and other printed material. **E**
- Ability to understand speech at normal levels. **E**
- Ability to communicate so others will be able to clearly understand normal conversation. **E**

WORK YEAR

215 Days

Romoland School District Board of Trustees prohibits unlawful discrimination against and/or harassment of district employees and job applicants on the basis of actual or perceived race, color, national origin, ancestry, religious creed, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender, or sexual orientation, at any district site and/or activity. Minority and bilingual persons are encouraged to apply.