

MANAGEMENT JOB DESCRIPTION

**EXECUTIVE DIRECTOR OF OPERATIONS AND
INSTRUCTION SERVICES AND SUPPORT**

JOB SUMMARY:

Under the administrative direction of the Superintendent, provides leadership in Districtwide operations, coordinates all communications, and serves as liaison to parents, community, and public entities. Serves as direct support and liaison to specific assigned school sites. Provides direct support to target schools. Serves as Cabinet member and Superintendent designee.

ESSENTIAL JOB FUNCTIONS:

- Provides professional development to principals and teachers.
- Serves as coordinator of the District's Strategic Communication Plan to maintain effective communication to all stakeholders and community regarding District programs, activities, and notable events.
- Receives and processes all uniform complaints and student placement appeals.
- Serves as District liaison with community, service, social, and professional organizations.
- Assists schools with interpretation of California Education Code as it relates to students and staff.
- Collaborates with other departments to provide linkage and to facilitate direct services to schools.
- Oversees Gifted and Talented Program services including parent meetings, school plans, and budgets.
- Serves on Peer Assistance and Review Board.
- Collaborates with the San Diego County Office of Education to comply with provisions of the *Williams* Settlement and offers guidance to schools on the settlement.
- Provides professional development to principals and teachers.
- Performs other duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- **Applicable Credentials**
Standard Elementary, Multiple Subject, CLAD, Specialist credentials (e.g. Ryan), Tier I Administrative Credential.
- **Training and Experience**
Advanced degree in appropriate field (M.S. or Ed.D.). Five years of progressively responsible experience in education administration including serving as site principal. Experience in managing state programs and/or grants preferred. Evidence of highly successful teaching experience.