

Administration

EXECUTIVE DIRECTOR, EDUCATIONAL SERVICES

Description of Position

Under the direction of the Superintendent, the Executive Director, Educational Services, leads the planning, development, implementation, delivery, and evaluation of all student programs. The Executive Director, Educational Services, provides dynamic leadership and supervision of curriculum and instruction, special education, state and federal categorical programs, pupil services, early childhood education, and program evaluation. The Executive Director, Educational Services, facilitates continuous school improvement by providing professional development, supporting parent engagement, leveraging funds; and ensuring compliance with state and federal laws, Board Policies, and Administrative Regulations.

Examples of Professional Duties and Responsibilities

Communication

- Communicate effectively to bring all stakeholders together in pursuit of the district's commonly shared vision, mission, and goals.
- Communicate regularly with all members of the district, school sites, and community regarding student achievement, curriculum, instruction, assessment, and professional learning.

Instructional Services

- Develop a system that regularly reviews and monitors policies, procedures, and practices to ensure all Educational Services operations are continuously aligned to district goals.
- Serve as instructional leader to identify appropriate curriculum and evidenced-based instructional strategies to ensure effective implementation of the state standards and support high levels of academic achievement for all students.
- Plan, implement, and evaluate instructional programs with teachers and principals.
- Develop and monitor a districtwide Multi-tiered System of Support that includes academic, behavioral, and social-emotional learning.
- Direct and coordinate district curriculum and instruction councils/committees to ensure horizontal and vertical articulation and program coherence throughout the district.
- Coordinate the process for review and selection of standards-aligned instructional materials (textbooks, educational software, and supplemental resources).
- Coordinate and support implementation of state and federal programs to ensure district compliance. Coordinate the development of state and federally mandated plans and reports, including but not limited to the Local Educational Agency Plan, Local Control and Accountability Plan, English Learner Master Plan, School Plans, and the School Accountability Report Card.
- Coordinate required advisory committees for state and federal programs.
- Coordinate state and federal compliance reviews as required.
- Coordinate administration of the district's student data information systems.
- Supervise the State Preschool and School Readiness programs.

Special Education and Other Services for Students with Disabilities

- Monitor district compliance with the Individuals with Disabilities Act, Americans with Disabilities Act, and Section 504.
- Maintain all special education records and oversee state and federal reporting for special education, including CASEMIS.

EXECUTIVE DIRECTOR, INSTRUCTIONAL SERVICES (continued)

- Design and supervise the implementation of special education service delivery models across the district, including Learning Centers.
- Plan, organize, and monitor special education program procedures for mental health services.
- Develop and maintain a system for tracking student mental health services and expenditures.
- Oversee all nonpublic school/nonpublic agency placements, services, and agreements.
- In collaboration and consultation with the Assistant Superintendent, Business Services, manage all compliance complaints and due process filings for special education.
- Collaborate with the Greater Anaheim SELPA to meet the needs of students with disabilities and to ensure alignment of district practices with the Comprehensive Plan for Special Education.

Student Services

- Plan, develop, and recommend programs and policies relating to student discipline, attendance, school safety, and other child welfare and attendance issues.
- Develop and oversee all restorative justice policies, procedures, and practices as methods of inappropriate student behavior prevention and alternatives to suspension.
- Oversee the district's School Attendance Review Board policies and procedures.
- Coordinate procedures related to student exemption and exclusion.
- Oversee procedures regarding child abuse reporting.
- Provide assistance to site administrators regarding student attendance, discipline, and school safety.
- Coordinate procedures related to medical administrative procedures and mental health services.
- In consultation with the Director, Maintenance/Operations, Transportation and Technology, develop and oversee the district's threat procedures.
- Oversee all health related services throughout the district, including supervision of School Nurses and Licensed Vocational Nurse.
- Serve as the district's Foster Youth and McKinney-Vento Liaison and ensure legal compliance in serving those student populations.

Professional Learning

- Identify, plan, design, and provide professional learning for instructional staff.
- Secure consultants, specialists, and other resources to assist principals and instructional staff in attaining student achievement objectives.
- Seek, share, and implement best curricular practices.
- Keep informed on the latest research, trends, and developments in all areas of curriculum and instruction and interpret for staff, as necessary.

Supervision and Evaluation

- Supervise and evaluate the capabilities of all assigned personnel, in accordance with district policies and procedures.
- Demonstrate critical thinking skills to document and recommend appropriate action in cases of substandard staff performance while following district guidelines.
- Identify and coach individuals to ensure building leadership capacity.

Other

- Develop and implement a sound departmental fiscal management system to ensure all resources are aligned to district goals and objectives.
- Serve as liaison between the district and educational partners, including state, county, and city agencies, as well with local businesses, community organizations, and parents.
- Attend Board meetings and prepare such reports for the Board as the Superintendent may request.

EXECUTIVE DIRECTOR, INSTRUCTIONAL SERVICES (continued)

- Ensure that district goals and objectives concerning Educational Services are developed using collaborative processes as appropriate.
- Serve as an active member of the Interdisciplinary Cabinet.
- Respond to change productively and perform other tasks as assigned.

Supervision Exercised or Received

The Executive Director, Instructional Services, is directly responsible to the Superintendent within the guidelines of the District Evaluation Policy.

The Executive Director, Instructional Services, supervises and evaluates support personnel as defined by the Superintendent.

Qualifications

1. **Credential:** Valid California Administrative Services Credential for K-6, or equivalent.
2. **Education:** Master's Degree from accredited college or university in educational administration or related education field.
3. **Experience:** Three years of successful administrative experience.
4. **Personal:** Possesses mental and physical health and hygiene conducive to the high standards of the district.
5. **Knowledge of:** Principles, techniques, strategies, goals, and objectives of public education; philosophical, economic, and legal aspects of education; procedures, methods, and strategies of organization, management, and supervision; Common Core State Standards (CCSS), 21st Century skills and instructional strategies regarding the elementary age child; curriculum development, professional learning communities, assessment and evaluation; result and performance evaluation techniques pertaining to program and personnel performance effectiveness, human relations strategies, conflict resolution strategies, and team building principles and techniques.
6. **Ability to:** Envision, lead, plan, organize, involve others, and manage.

Period of Service: 225 workdays annually

Salary: Placement on the Management Salary Schedule.

Approved: August 20, 2020