

EXECUTIVE DIRECTOR OF EDUCATIONAL SERVICES

DEFINITION:

Under the general direction of the Assistant Superintendent, the Executive Director of Educational Services oversees the operations and academic performance of all district schools. The Executive Director will manage district staff, focusing on student achievement, allocating the budget, and ensuring compliance with district and state regulations and programs. The Executive Director collaborates with directors to drive changes in school culture, curriculum, teaching and learning, pedagogy, and policies, fostering a positive, inclusive learning environment for a diverse student population. Additionally, the Executive Director provides strategic planning and support, offers vision for professional development programs, and supervises directors, coordinators, lead teachers, and other certificated and classified staff as assigned.

QUALIFICATIONS:

Experience:

- A minimum of five years of credentialed teaching experience and five years of administrative experience

Education:

- Master's Degree or equivalent (10 years or more experience) preferably in Curriculum and Instruction or Education Administration
- Possession of a California Administrative Credential
- Possession of a valid California teaching or other related services credential

Other:

- A valid California driver's license

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Under the direction of the Assistant Superintendent of Educational Services, the incumbent will provide leadership, supervision, and coaching to Directors, Coordinators and School Site Leaders to ensure the effective implementation of district priorities, initiatives, and performance and process targets.

- Coach, guide, monitor, and evaluate the work of Directors and Coordinators to ensure alignment with district goals related to curriculum, instruction, assessment, and student achievement.
- Develop and lead systems that ensure coherence across district initiatives in curriculum, instruction, assessment, Multi-Tiered System of Supports (MTSS), and professional learning.
- Through coaching and consistent interactions throughout the school year, build and sustain strong, collaborative relationships with Site Leaders, Directors, and Coordinators to foster a positive, healthy climate for change management, instructional improvement, and organizational learning.
- Provide direct coaching and mentoring to Site Leaders to strengthen site-based instructional leadership, in collaboration with Directors and Coordinators.
- Oversee and evaluate the district-wide implementation of Professional Learning Communities (PLCs), ensuring the effectiveness of data-driven instructional planning, intervention strategies, and continuous improvement efforts.
- Supervise the development, implementation, and continuous improvement of curriculum, assessments, and instructional frameworks to ensure all students meet or exceed grade-level standards.
- Coach, coordinate and oversee, in collaboration with Educational Services Directors and Coordinators, the ongoing professional development of site and district leaders to improve teaching effectiveness, support differentiated instruction, and close learning gaps across student groups.
- Lead cross-departmental collaboration to ensure Special Education, English Learner, and Categorical Programs are integrated into the district's broader instructional and student support frameworks.

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- Provide leadership and direction to assist in the development, implementation, and monitoring of the district's Local Control Accountability Plan (LCAP) goals and associated initiatives, ensuring stakeholder engagement and alignment to district vision.
- Analyze and interpret district-wide and site-level assessment data to inform strategic decision-making, monitor program effectiveness, and develop targeted initiatives to support student learning and well-being.
- Ensure the district's MTSS framework is deeply embedded across all schools, coordinating academic and behavioral interventions in a coherent and systematic manner.
- Oversee the planning and execution of district-led intervention programs, summer school, and extended learning opportunities to support student achievement and engagement.
- Ensure district compliance with all federal, state, and local regulations related to curriculum, instruction, and assessment; oversee the development and updating of Board Policies and Administrative Regulations related to educational services.
- Serve as a key advisor to the Superintendent's Executive Cabinet and Cabinet on curriculum, instruction, student achievement, accountability measures, and educational equity.
- Prepare and present reports, strategic plans, and recommendations to the Board of Education and other stakeholders, interpreting complex educational data and initiatives in a clear and actionable manner.
- Manage and monitor the Educational Services budget, ensuring effective allocation of resources to support district priorities.
- Supervise, evaluate, and provide professional growth opportunities for assigned certificated and classified staff within the Educational Services division, including Directors, Coordinators and Site Administrators.
- Foster a culture of innovation, equity, collaboration, and continuous improvement with all other departments throughout the district, with a focus on closing opportunity gaps and ensuring high levels of learning for all students.
- Perform other related duties as assigned.

KNOWLEDGE:

- Strong background and experience with all District Wide Initiatives
- Strong background in coaching
- Extensive background in curriculum and instructional best practices, including special populations
- Knowledge of Education Code, District policies, District goals, District procedures, and state and federal regulations related to curriculum and instruction for both general and special education including the ability to interpret and apply rules, regulations, and standards to public school leadership.
- Communication styles to address and meet the needs of various school and community stakeholders.

ABILITIES AND SKILLS:

- Research-based implementation of curriculum and instructional strategies, best practices, professional development and technological applications.
- Effective management of school operations & technology applications relative to education, and budget development
- Ability to provide direct support to site principals and administrators
- Experience explaining and using data for decision making
- Highly organized and able to consistently meet predetermined deadline
- Effective staff and public relations skills
- Verbal and written communication skills

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- Planning and organizational techniques
- Large group and meeting facilitation skills

PHYSICAL REQUIREMENTS:

Physical Abilities include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

Significant physical abilities include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually moderate.
- Employees in this position will be required to work indoors in a standard office environment and come in direct contact with District staff and the public.