

CENTRAL UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position: Assistant Director – Educational Services

Classification: Certificated
Management

Reports to: Assistant Superintendent Educational Services

Range: Certificated Management
Salary Schedule

EDUCATION AND EXPERIENCE

Bachelor's Degree and Teaching Credential
Administrative Services Credential
Masters in related field

SUMMARY

Under the direction of the Assistant Superintendent, Educational Services, assist in responsibility for curriculum development and implementation, instructional delivery models, evaluation and assist with professional development for leading, teaching and learning. Assist individual school leaders, teachers and support staff in Central Unified School District, State and Federal agencies in matters affecting curriculum, instruction, leadership and professional development related to teaching and learning. Assist in responsibility for implementation of curriculum, standards, assessment, and evaluation.

SPECIFIC RESPONSIBILITIES

1. Assist in the development of curriculum aligned to CCSS and support of teaching practices to support attainment of CCSS and to prepare students for college, career and community.
2. Assist in the vetting and implementation of open source, technology-based instructional support materials and ensure equity of access through effective implementation of materials
3. Assist in the administration and supervision of professional development, curriculum and instruction related to Common Core State Standards and NEXT Generation Assessments
4. Develop, facilitate and evaluate professional development to improve professional practices throughout the district
5. Assist with implementation of the Common Core State Standards
6. Plan and assist with the development and acquisition of core instructional materials
7. Assist school sites with the implementation of curriculum, effective instructional pedagogy and systemic program implementation
8. Disseminate information and coordinate changes in the instructional program as reflected in current brain research
9. Assist in the preparation and presentation of appropriate periodic reports to Cabinet and the Board of Trustees related to teaching and learning goals and objectives.
10. Coordinate the attainment of student competency with the testing and research programs
11. Coordinate appropriate committees in planning, development, and revision of site- and district-wide professional development, curriculum guides, course outlines, and instructional materials
12. Keep abreast of curricular innovation, disseminate research and descriptive materials and conduct field testing.
13. Assist with communication, problem solving, and interpretation of policies and procedures for school personnel and members of the community
14. Assist with the TK-12 component of the district's assessment program including State and local assessments
15. Responsible for the evaluation of assigned certificated and classified employees
16. Performs other duties as may be assigned

SPECIFIC QUALIFICATIONS

Should possess personal qualifications recognized as essential for good public employees including integrity, initiative, dependability, courtesy, good judgment, maintain confidentiality and ability to work cooperatively with others.

Knowledge of:

- Current educational administration principles and practices.
- Differentiation of content areas for professional development purposes for: Assessment, Curriculum and Instructional design, Student and Adult Learning Theory, Professional Development, Special Education, Gifted and Talented, Migrant, ELD, Data Analysis, Preschool/ECE
- Neuroscience research and its implication on teaching and learning
- Proven ability to conduct professional development sessions, including group presenting and facilitation
- Employee organization contracts.
- District organization, operations, policies and objectives.
- Oral and written communication skills using standard academic language
- Applicable laws, codes, regulations, policies and procedures.

Ability to:

- Support and monitor the delivery of curriculum through professional development and on-site support and coaching
- Communicate effectively both orally and in writing.
- Monitor the assessment of the instructional needs
- Exercise judgment and discretion in interpreting and applying policies and procedures.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Analyze situations accurately and adopt an effective course of action in concert with district level staff and site principals.
- Meet schedules and time lines.
- Work independently as well as collaboratively
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.
- Supervise and evaluate the performance of assigned staff.

PHYSICAL ABILITIES

Office environment; driving a vehicle to conduct work.

Sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations; reaching overhead, above the shoulders and horizontally, bending at the waist or kneeling to retrieve supplies or other materials.

Contact with dissatisfied or abusive individuals.