MT. DIABLO UNIFIED SCHOOL DISTRICT

ASSISTANT DIRECTOR, INSTRUCTIONAL SUPPORT

Primary Function

Coordinates, manages and monitors K-12 articulation of categorical programs with core curriculum. Ensures compliance with regulations at both the district and site levels. Provide direct support to principals and their school sites and staff.

Directly Responsible To

Executive Director, Instructional Support

Supervision

Supervises and evaluates assigned certificated and classified staff.

Major Responsibilities

1. Assists in the advancement of the district toward accomplishment of the district's educational goals.

2. Assists in creating healthful human relationships which will provide a suitable climate for learning and teaching.

3. Coordinates and manages K-12 categorical programs.

4. Prepares applications, budgets, reports and evaluations of categorical programs.

5. Gathers and interprets legal requirements of categorical programs and disseminated information as appropriate.

6. Monitors district and site implementation of categorical programs and expenditures within legal guidelines.

7. Conducts site reviews in preparation of state and federal audits.

8. Supervises the preparation of state and federal project applications affecting curriculum.

9. Assist the Executive Director with state compliance review document: including, but not limited to.

10. Assists other departments in the completion of compliance documents such as consolidated Application, CMIS, and Title I Comparability Report.

11. Assists in promoting the articulation of categorical programs with Core Curriculum K-12.

12. Assists in initiating and supervising the improvement of all curriculum, including the development of and revision of courses of study and curriculum guides, master schedule review, implementation of programs to improve student performance in basic skills, and planning and implementation of pilot programs.

13. Provides coaching support for principals.

14. Assists in providing staff development for teachers and administrators that reflects district goals and site plans.

15. Assists in providing a staff development delivery system that is based on site needs and that integrates content and process.

16. Coordinates and supports school and district safety plan implementation and monitoring.

17. Coordinates and manages compliance with textbook sufficiency and related initiatives.

18.Assists in the supervision and evaluation of designated personnel assigned to this department.

19. Attends job-related meetings and activities specified by the Superintendent of Schools and Board of Education.

20. Performs additional duties assigned by the Executive Director of Instructional Support, as an adjunct to regular stated duties.

17. Performs those duties and responsibilities, including supervisory and advisory duties, as may be prescribed by the Superintendent.

Qualifications

Knowledge and Skills

1. Ability to exhibit the qualities of leadership essential to the successful administration of a wide variety of categorical programs.

2. Ability to exercise good judgment and tact.

3. Knowledge of effective employee supervision and evaluation procedures and techniques.

4. Ability to speak and write effectively.

5. Ability to work effectively with all segments of the educational community and general public.

6. Knowledge of effective and grade level appropriate teaching strategies, curricular programs and materials.

7. Knowledge of principles of organization and management.

8. Knowledge of all aspects of the operation of a categorical program.

9. Ability to assemble and analyze data, and make appropriate recommendations for action.

10. Knowledge of the principles of staff training and development.

11. Knowledge of state and federal laws pertaining to state and federal categorical programs.

12. Ability to initiate and coordinate programs and projects.

13. Knowledge of budget development, maintenance, and evaluation.

14. Ability to design and implement procedures.

15. Knowledge of school district operations and procedures.

16. Skill in working with diverse groups and individuals in a manner that achieves district goals.

17. Knowledge of governmental agencies that relate to the development and administration of categorical programs including the United States Department of Education, the California Department of Education, and county offices of education.

18. Ability to present information to a variety of audiences including administrators, staff, site councils and outside agencies.

Education, Training and Experience

1. Post graduate work in school administration, curriculum and instruction, or a related field.
2. Progressively responsible experience in providing leadership in a school including successful experience as a principal.
3. Possession of an appropriate school administrative credential.
4. Experience in directing/supervising the work of others.
5. Experience in staff training and development.
6. Experience in district-wide leadership roles.
7. Experience in administering categorical programs.

Sample Physical Abilities

Hear and speak to make presentations and exchange information in person and on the telephone; communicate so others will be able to clearly understand normal conversation; dexterity of hands and fingers to operate a computer keyboard and manipulate paper; see to read, prepare documents and reports and to observe other personnel; sit or stand for extended periods of time; work at a desk, conference table, small student classroom table, or in meetings in various configurations; hear and understand speech at normal levels; kneel, bend at the waist, reach overhead, above the shoulders, and horizontally; lift objects weighing up to 25 pounds.

Salary Range 28 – Diablo Manager's Association
222 Day Work Year

Adopted by the Board of Education: January 9, 2012
Revised

Board Approved 3-26-18