MT. DIABLO UNIFIED SCHOOL DISTRICT

CHIEF, EDUCATIONAL SERVICES

Primary Function

Under the general administrative direction of the Superintendent, plan, organize, control, direct, and administer the delivery of educational programs at schools and for district-wide programs and services; oversee curriculum, staff development, evaluation, testing assessment, personnel and community issues, restructuring, district initiatives, program innovations, problem solving, and other district-wide responsibilities.

Directly Responsible To
Superintendent

Supervision:

Shall have overall responsibilities for the supervision, evaluation, and coordination of:
Educational Services Department Directors
TK-Adult Administrators
Other Administrative positions in educational services as directed by the Superintendent.
Other certificated and classified staff as assigned

Major Responsibilities

1. Provide leadership, support and accountability in the development, implementation and coordination of the district's TK-12 instructional program aligned with common core curriculum standards. **E**
2. Provide leadership and supervision for the day-to-day operations of assigned educational services departments and school sites. **E**
3. Develop and organize professional development for certificated staff, and determine the effectiveness of instructional programs and initiatives, assessments, district professional development, and support strategies. **E**
4. Develop, organize, and implement policies, long-and short-range plans, and provide accountability for financial/resource strategies to support the district's instructional program. **E**
5. Coordinate partnerships between the community and the district as they relate to curricular and instructional areas and supporting school site initiatives. **E**
6. Assist with the process pursuant to the selection of textbooks and instructional materials for the district in accordance with established district procedures. **E**
7. Provide oversight of teacher professional development and ensure that staff development is evaluated for effectiveness and resources are utilized appropriately. **E**
8. Direct the preparation and maintenance of a variety of narrative and statistical reports, records, and files as it relates to state and federal funded projects. **E**
9. Assist with direction for program and fiscal planning, curriculum development, professional development, special programs, budgeting, staffing, implementation, monitoring, and evaluation of assigned programs. **E**
10. Develop, allocate, and monitor budgets for assigned programs, facilities, equipment, and inventories to ensure fiscal responsibility. **E**

11. Establish, direct, and participate on committees for program planning, implementation, and monitoring. **E**
12. Assist with the recommendation of programs, objectives, and procedures for the Educational Services Departments. **E**
13. Provides for the inservice training activities of designated Educational Services personnel. **E**
14. Coordinate and direct the preparation of District, State and Federal reports in reference to educational programs.
15. Coordinate with the Human Resources Department regarding all personnel matters relating to support staff, staffing allocation, recruitment, transfers, disciplinary action, etc. **E**
16. Coordinate with Business Services Division all matters relating to budget development, proposal and implementation regarding curricular programs and special sources. **E**
17. Make public presentations explaining educational support programs and functions. **E**
18. Attend all meetings of the Board of Education.
19. Serve as a member of the Superintendent's Council and Cabinet.
20. Perform related duties as assigned.

Knowledge and Skills

1. Knowledge of principles of organization and management.
2. Knowledge of curriculum and the operation of elementary and secondary schools, Alternative and Adult education programs.
3. Applicable sections of California Education Code and other applicable codes, laws, rules, and regulations related to assigned activities.
4. Ability to cope with emergency situations.
5. Ability to exercise good judgment, tact, patience and courtesy.
6. Ability to work effectively with all segments of the educational community and the general public.
7. Ability to speak and write effectively.
8. Ability to analyze problems, make decisions or recommendations, and be responsible for those decisions.
9. Knowledge of the principles of adult learning theory, staff training and development.
10. Principles and practices of administration, supervision, and training.
11. Knowledge of budget development, maintenance and evaluation.
12. Skill in working with diverse groups and individuals in a manner that achieves district goals.
13. Skill in translating Board and district policy to various employees, individuals and groups.
14. Ability to supervise and direct a large staff or department.
15. Operation of a computer and assigned software.

Ability To:

1. Demonstrate ability to lead effective instruction and assessment aligned to Common Core Curriculum Standards.
2. Coach and mentor staff using a reflective approach to reach consensus
3. Establish and maintain effective working relationships with others using tact, patience, and courtesy
4. Support and work collaboratively with other administrative leaders in carrying out the work of the district.

5. Analyze problems, make decisions, and be responsible for those decisions
6. Problem-solve, plan, organize, and administer assigned programs.
7. Select, train and evaluate the performance of assigned staff.
8. Review existing and pending legislation related to procedural guidelines and recommend origination, modification, or support of legislative measures.
9. Read, interpret, apply and explain rules, regulations, policies, and procedures.
10. Operate a computer and assigned software.
11. Meet schedules and timelines.
12. Prepare comprehensive narrative and statistical reports.

Education, Training, and Experience

1) Postgraduate work in education or related field and seven years of leadership experience in education administration.
2) Knowledge of elementary and secondary school sites, including curriculum and instructional development, programs, processes and procedures.
3) Successful experience in increasing responsibility as a teacher, counselor or program manager in a school or district setting.
4) Experience as a school site administrator.
5) Possession of an appropriate school administrative credential.

Licenses and Requirements

Valid California driver's license.
Valid Administrative Services Credential
Masters Degree in Education or related field desired

Physical Abilities:

Hear and speak to 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; sit or stand for extended periods of time; work at a desk, conference 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

Diablo Managers Association
Range 41 - 248 Days
Adopted by the Board of Education: May 11, 2020