

MANAGEMENT JOB DESCRIPTION

**DIRECTOR OF PROFESSIONAL DEVELOPMENT AND
ACADEMIC COACHING**

JOB SUMMARY:

Under the direction from the Assistant Superintendent for Instructional Services and Support, plays a key role in the development of programs that will affect student achievement and teacher effectiveness. Strong and energetic leadership is required to establish innovative strategies which focus on the students' experience in the instructional program. He/She will be expected to utilize media, technology, and research and evaluation tools to positively impact the achievement of all students, including those performing poorly and/or at who are at risk of failure. In addition, visionary leadership is required as the District develops a comprehensive resource teacher model at all school sites.

PRIMARY FUNCTION:

Provides leadership and coordination for the development of training for teachers and administrators and the continued refinement of assessment policies, practices, and guidelines. Administers the coordination and management of Local Control Accountability Plan (LCAP) funded resources to implement educational projects that support, enrich, and supplement the instructional program. Provides leadership and supervision to District Resource Teachers assigned to school sites.

ESSENTIAL JOB FUNCTIONS:

- Oversees the recruitment and professional training of District Resource Teachers assigned to school sites.
- Provides high quality professional development opportunities in the following areas: curriculum content, instructional pedagogy, effective coaching practices, and how to be an effective staff developer for District Resource Teachers.
- Collaborates with site administrators to ensure quality support is provided by District Resource Teachers by monitoring and conducting regular observations and walkthroughs.
- Collaborates with site administrators regarding the supervision and evaluation of District Resource Teachers assigned to school sites.
- Provides coaching and support to District Resource Teachers assigned to school sites.
- Coordinates District professional development for certificated staff.
- Chairs Report Card Revision Committee.
- Ensures the funding for educational projects is purposeful and continually supports District goals and priorities.
- Coordinates District data warehouse management system including monitoring of student progress.
- Provides literacy training and support to school sites.
- Provides technology assistance to District and site staff.
- Actively promotes communication with site and District staff regarding services provided by Instructional Services and District Resource Teachers.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

Applicable Credentials

- Elementary teaching credential. Administrative Services Credential

Training and Experience

- Credential requirement to be supplemented by progressively responsible experience in education administration. Evidence of successful teaching experience.

Management Salary Schedule: Range A

BOARD APPROVED: 12/10/14

REVISION DATES: