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**MANAGEMENT JOB DESCRIPTION**

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**DIRECTOR OF INSTRUCTIONAL SERVICES AND  
LANGUAGE DEVELOPMENT**

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**JOB SUMMARY:**

Under the direction of the Executive Director, Instructional Services and Support, plays a key role in the development of programs that will affect student achievement and teacher effectiveness. They provide Districtwide leadership in the planning, designing, implementing, and improving language and literacy development programs and services for English Learners (ELs), including the Dual Language Immersion program (DLI). Strong and visionary leadership is required to establish innovative strategies which focus on the students' experience in the instructional program. They will be expected to utilize media, technology, and research and evaluation tools to positively impact the achievement of all students. In addition, visionary leadership is required as the District develops a plan for Rigorous Learning for All.

**PRIMARY JOB FUNCTIONS:**

Provides leadership and vision in the ongoing planning, implementation, development, direction, review and evaluation of the district's instructional programs, curriculum, and support services and acts as an advocate for English Learners. Provides coordination for the development of training for teachers, and the continued refinement of instruction and assessment policies, practices, and guidelines.

**ESSENTIAL JOB FUNCTIONS:**

- Provides support, and professional development to principals, teachers, and staff.
- Ensures that the district/school education objectives are aligned to state frameworks and to instructional practices that yield the highest standards of student achievement and instructional excellence.
- Develops, in collaboration with educational partners, district and school professional learning for teachers, support staff, and administrators to assist in raising the level of instructional performance and student achievement using effective practices, including research on theory and in alignment with CA State Frameworks (ELA/ELD, Math, NGSS, History Social Science).
- Monitors implementation of District language programs, develops appropriate reports for state and federal agencies, and monitors state and federal funding; assists schools with implementation of biliteracy programs, including the Dual Language Immersion program.
- Supports all aspects of district instructional and curriculum integration of technology.

- Represents the district in meetings and conferences related to curriculum, instruction and language development.
- Monitors and evaluates implementation of the District Multilingual English Learner Master Plan and Dual Language Immersion Master Plan.
- Collaborates with site administrators to ensure quality support is provided by Instructional Services.
- Sets, assesses, and verifies short-term and long-term goals of the curriculum.
- Uses data to make decisions and adjustments to the curriculum program using effective practices, including research on theory and content standards.
- Provides leadership in developing assessment systems to inform instruction and monitor student progress.
- Ensures the funding for educational projects is purposeful and continually supports District goals and priorities.
- Coordinates District data management including monitoring of student progress.
- Guides and collaborates with staff in the selection of instructional materials and resources.
- Provides immigrant families/students with services to allow for transitioning into the U.S. educational system.
- Prepare, present, and maintain a variety of narrative and statistical reports, records, and files related to assigned activities and personnel.
- Leads and facilitates-district-wide committees as needed.
- Supervise, coordinate, and oversee the work of department staff.
- Performs other duties as assigned.

#### **ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:**

##### **Application Credentials:**

- Multiple Subjects or Single Subject Teaching credential. CLAD or BCLAD. Administrative Services Credential required.

##### **Training and Experience:**

- Master's Degree.
- Minimum five years of successful administrative experience.
- Evidence of five years teaching experience.
- Three years of elementary (TK-6) experience.

*Management Salary Schedule:Range A*

*BOARD APPROVED: 06/12/24*

*REVISED: 03/04/26*