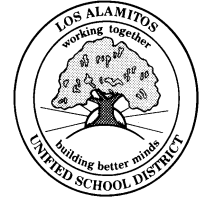


Job Description



Job Title: **DIRECTOR, EDUCATIONAL SERVICES**

- A. **Primary Function:** Direct, organize, plan, oversee and supervise the operations of the District's Preschool-12th grade instructional programs, instructional resources and special projects and implementation of California Common Core standards; coordinate and oversee the district's comprehensive assessment plan; provide leadership and assistance in the areas of curriculum development and implementation, professional development, assessment, evaluation, categorical programs, community relations and the goals of the Educational Services department; be a collaborative member of the Superintendent's cabinet.
- B. **Directly Responsible to:** Assistant Superintendent, Educational Services
- C. **Assigned Responsibilities:**
1. Support the Assistant Superintendent of Educational Services to implement the District's vision, mission and goals
 2. Provide leadership in the coordination of Preschool-12th grade programs in the following areas:
 - a. Categorical Programs/Consolidated Application (CARS), Title I, Title III, SIP, EIA, EL, GATE, Carl Perkins/Vocational and Alternative Education
 - b. Curriculum
 - Curriculum materials and technology
 - Research and development
 - Integration of technology
 - District and school plans
 - District visual and performing arts programs
 - c. Assessment and Accountability
 - District Benchmark program Preschool-12th grade
 - Testing materials
 - Test preparation
 - Report cards and online grading
 - Data analysis
 - Program evaluation
 - Federal and State-mandated accountability programs (API, AYP, STAR, HSEE, CELDT, CMA, CAPA, etc.)

- d. Library Media Programs
 - Coordinate instructional material resources including textbooks, media and technology
 - e. Communication
 - School Accountability Report Card
 - Materials and resources, SPSA
 - Maintain professional contacts and attends informational meetings as needed
 - g. Grants and Applications
 - Research and pursue grant opportunities
 - Facilitate state and federal application opportunities such as the Distinguished Schools and Blue Ribbon school recognition programs
3. Coordinates the Federal, State and districtwide assessment programs Preschool -12th grade
 4. Assumes responsibility for providing, reviewing, evaluating, and reporting results of all federal, State, and district assessment programs to various stakeholders
 5. Assists in the development of the philosophy, goals, objectives and evaluation of the District curriculum, instruction, assessment and categorical programs and provide coaching and staff development for various stakeholders
 6. Assists building level administrators and teachers in analyzing their school data to identify low-achieving students, design effective remediation and provide required information for state and local reports
 7. Implements procedures for textbook screening and selection and provides for piloting of instructional materials
 8. Participates in Program Quality Reviews, Coordinated Compliance Review, WASC and Curriculum Audits
 9. Provides leadership that promotes collaborative planning, innovative thinking and exemplary programs and services throughout the district
 10. Provides highly visible educational leadership in local schools and the broader community
 11. Assist in identifying instructional priorities for program development and improvement; develop strategies and training to support identified priorities
 12. Leads, develops and implements a Preschool-12th grade curriculum, based on California Common Core and district instructional priorities.
 13. Supervises and coordinates pupil reporting programs and services
 14. Develops and implements summer school at the elementary level

15. Directs the communication and interpretation of current research and educational technology in curriculum as it applies to the school program
16. Provides leadership in the resolution of parent complaints, staff complaints, and operational problems.
17. Performs other duties as assigned

D. Qualifications:

- Commitment to Los Alamitos Unified School District’s mission, vision and priority goals
- Passion for working with children; ability to motivate and support staff in reaching high levels of academic success
- Outstanding skills in problem-solving and critical-thinking
- Excellent communication and interpersonal skills, with the ability to engage and work closely with a wide range of stakeholders
- Experience planning and managing complex projects
- Ability to efficiently interpret, manage, and utilize multiple sets of data in order to best support student’s progress
- Ability to learn laws, rules, policies, practices and procedures related to public education, and specific to Los Alamitos Unified School District
- A results-oriented, goal driven, team approach to work
- Ability to be flexible and revise priorities in accordance with requirements of the Superintendent or designee
- Ability to motivate stakeholders to implement district vision, Board priorities and district goals
- Ability to exercise confidentiality
- Strong computer and technology skills including troubleshooting and an ability to communicate about technical difficulties as needed
- Demonstrate strong leadership and effectively present and respond to questions from various stakeholders

1. Credential: California Administrative Services Credential and teaching credential or PPS Credential
2. Licenses: Valid driver’s license
3. Education: Master's Degree in educational administration or related area is required; earned doctorate desired.
4. Experience: Five years of successful classroom teaching experience. Three years of site and/or district-level administrative experience highly preferred; demonstrated success in working with and through others to develop and improve the educational

environment of the district; demonstrated ability to provide strong leadership for research, planning and identification of strengths and weaknesses in programs and services to stimulate staff cooperation in developing appropriate plans for improvement.

E. Work Year: 223 days

F. Physical Demands and Working Conditions

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Primarily office environment involving sitting for extended period of time, walking/standing on hard or carpeted floors. Lifts, carries, pushes, pulls up to 25 pounds; walks, stoops, bends, kneel and crawl; occasionally reaches over head; repetitively uses fingers on both hands; use hands to finger, handle and feel objects, tools and controls; reach with hands and arms; dexterity to operate office equipment, including, keyboard, 10 key. Vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, see to read fine print and the ability to adjust and focus. Communicates clearly (hearing and speaking) and is able to understand and be understood in person and by telephone to exchange information. Mental skills to resolve complex problems, prepare and present complex reports and make independent decisions while meeting accuracy and productivity requirements. Must be able to work in difficult interpersonal situations. Frequently driving a vehicle to various locations required; frequently operates a personal computer, telephone and other electronic devices. Frequently works with high volumes and tight deadlines without guidance from supervisor. While performing the duties of this job, the employee may have frequent exposure to airborne particles, fragrances, noise and other environment factors and vibrations. Also, the employee may occasionally work in outside weather. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions

Board Approved: March 25, 2014