

Administration

ADMINISTRATIVE DIRECTOR, EDUCATIONAL SERVICES

Description of Position

Under the direction of the Superintendent, the Administrative Director, Educational Services provides executive leadership for the district's educational programs and services. As a member of the Superintendent's Cabinet, the Administrative Director, Educational Services leads districtwide efforts in curriculum and instruction, special education, student services, early learning, and state and federal programs to advance the district's Strategic Plan and improve outcomes for all students. The Administrative Director, Educational Services promotes organizational excellence through innovation, stewardship of resources, leadership development, family and community engagement, and compliance with applicable laws, Board Policies, and Administrative Regulations.

Examples of Professional Duties and Responsibilities

Communication

- Communicate effectively to bring all stakeholders together in pursuit of the district's commonly shared vision, mission, and goals.
- Communicate regularly with all members of the district, school sites, and community regarding student achievement, curriculum, instruction, assessment, and professional learning.

Instructional Services

- Provide executive leadership for the district's instructional program by ensuring alignment of curriculum, instruction, assessment, professional learning, leadership development, and Multi-Tiered Systems of Support (MTSS) with district priorities and state standards.
- Provide strategic oversight of curriculum development, instructional materials adoption, instructional innovation, and program evaluation to ensure coherence, continuous improvement, and high levels of student achievement.
- Direct the administration of state and federal educational programs, ensuring compliance with applicable laws, effective management of required plans and reporting, and successful implementation of district initiatives.
- Oversee district instructional infrastructure, including student information systems, early learning programs, and collaborative leadership structures that support data-informed decision-making and organizational effectiveness.

Special Education and Other Services for Students with Disabilities

- Provide strategic direction for the district's special education programs and services, ensuring equitable access, inclusive practices, and high-quality outcomes for students with disabilities.
- Direct comprehensive special education service delivery systems, including specialized instructional programs, mental health services, and nonpublic school and agency placements.
- Ensure compliance with the Individuals with Disabilities Education Act (IDEA), Section 504, the Americans with Disabilities Act (ADA), and all applicable state and federal laws through effective oversight of policies, reporting, accountability systems, and program monitoring.
- Provide strategic oversight of special education operations, including fiscal stewardship, data management, legal compliance, due process, complaint resolution, and resource allocation.
- Cultivate collaborative partnerships with the Greater Anaheim SELPA, district leadership, families, community agencies, and other stakeholders to strengthen services and advance inclusive educational opportunities for students with disabilities.

ADMINISTRATIVE DIRECTOR, EDUCATIONAL SERVICES (continued)

Student Services

- Foster a districtwide culture of student well-being by leading integrated systems of attendance, behavior, mental health, school health, and student supports that promote safe, inclusive, and equitable learning environments.
- Provide executive oversight of district policies, programs, and practices related to student discipline, attendance, restorative practices, school safety, and student wellness.
- Ensure compliance with all applicable laws and regulations governing student services, including child welfare, child abuse reporting, medical administrative procedures, Foster Youth, McKinney-Vento, and related student protections.
- In collaboration with the Director of Maintenance, Operations, Transportation, and Technology, oversee districtwide school safety, threat assessment, emergency preparedness, and crisis response systems to ensure safe and secure learning environments.
- Build the capacity of site administrators through coaching, collaboration, and strategic support to ensure consistent implementation of effective student services systems.

Executive Leadership

- Provide strategic oversight of departmental budgets, grants, and fiscal resources, ensuring responsible stewardship, accountability, and alignment with district priorities.
- Represent the district and cultivate collaborative partnerships with educational agencies, governmental organizations, businesses, families, and community stakeholders to advance district priorities.
- Serve as an active member of the district's Interdisciplinary Cabinet, collaborating with executive leadership to develop, implement, and monitor district goals, strategic initiatives, and organizational priorities.
- Prepare and present reports, recommendations, and agenda items to the Superintendent and Board of Education, providing analysis and strategic guidance to support informed decision-making and effective governance.
- Perform other duties as assigned by the Superintendent in support of the district's mission and strategic objectives.

Personnel Leadership

- Provide strategic leadership, supervision, and evaluation of assigned personnel, fostering a culture of accountability, collaboration, and high performance.
- Develop organizational leadership capacity by coaching, mentoring, and supporting administrators to strengthen instructional leadership, succession planning, and organizational effectiveness.
- Ensure effective performance management through timely evaluation, constructive feedback, and appropriate personnel actions consistent with district policies, collective bargaining agreements, and applicable laws.

Supervision Exercised or Received

- The Administrative Director, Educational Services, is directly responsible to the Superintendent within the guidelines of the district evaluation policy.
- The Administrative Director, Educational Services, supervises and evaluates support personnel as defined by the Superintendent.

ADMINISTRATIVE DIRECTOR, EDUCATIONAL SERVICES (continued)

Qualifications

1. Credential: Valid California Administrative Services Credential for K-6, or equivalent.
2. Education: Master's Degree from an accredited college or university in educational administration or related education field.
3. Experience: Three years of successful administrative experience
4. Personal: Possesses mental and physical health and hygiene conducive to the high standards of the district.
5. Knowledge of: Principles, techniques, strategies, goals, and objectives of public education; philosophical, economic, and legal aspects of education; procedures, methods, and strategies of organization, management, and supervision; Common Core State Standards (CCSS), 21st Century skills and instructional strategies regarding the elementary age child; curriculum development, professional learning communities, assessment and evaluation; result and performance evaluation techniques pertaining to program and personnel performance effectiveness, human relations strategies, conflict resolution strategies, and team building principles and techniques.
6. Ability to: Envision, lead, plan, organize, involve others, and manage.

Period of Service: 220 workdays annually

Salary: Placement on the Management Salary Schedule

Approved: August 13, 2026