

## **DIRECTOR, EDUCATIONAL SERVICES (7-12)**

### **BASIC FUNCTION:**

Under the direction of the Assistant Superintendent- Educational Services, plan, organize, control and direct 7-12 grade curriculum development and implementation; train, supervise and evaluate the performance of assigned personnel.

### **ESSENTIAL JOB FUNCTIONS:**

Plan, organize, control and direct the 7-12 grade curriculum implementation process for various District-wide curriculum committees; make necessary recommendation to the Board of Education, Superintendent, and Assistant Superintendent regarding curriculum implementation processes.

Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

Facilitate the curriculum revision, alignment, adoption, textbook distribution, implementation, and staff development components for various 7-12 areas.

Coordinate the District-wide Educational Technology Program; represent the District at County consortium meetings and work with the Information Technology Department regarding curriculum and testing.

Account for the written courses of study for 7-12 subject areas; travel to various sites to provide and demonstrate courses of study to District sites as they are revised or updated.

Develop and support a variety of special programs including summer school, AVID, career technical education, and provide information to the Cabinet and Board of Education as necessary regarding programs; work with career technical education and Staff Development/Special Projects in developing special programs.

Organize staff development offerings to meet the needs of students and staff members of the District.

Present workshops to meet needs of students and staff members of the District.

Work collaboratively with Staff Development and University representatives to develop a viable program of teacher trainings.

Provide testing/assessment information and support to administrators, teachers, students, parents, and community members.

Participate in community activities and represent the District by participating in professional and community organizations; create reports, organize scholarships, participate in job shadowing program and attend a variety of meetings.

Provide technical expertise, information and assistance to the Assistant Superintendent regarding assigned functions; assist in the formulation and development of policies, procedures and programs.

## **DIRECTOR, EDUCATIONAL SERVICES (7-12)**

Plan, organize and implement long and short-term programs and activities designed to develop assigned programs and services.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities.

Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.

Develop and prepare the annual preliminary budget for the Educational Services 7-12 grade division; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Operate a computer and assigned software programs; operate other office equipment as assigned; drive a vehicle to conduct work as assigned.

Attend and conduct a variety of meetings as assigned.

### **OTHER DUTIES:**

Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Planning, organization, and direction of curriculum development and implementation.  
Current State curriculum frameworks, curriculum practices, and State content standards.  
Testing and assessment practices and procedures.  
Budget preparation and control.  
Oral and written communication skills.  
Principles and practices of administration, supervision and training.  
Applicable laws, codes, regulations, policies and procedures.  
Interpersonal skills using tact, patience and courtesy.  
Operation of a computer and assigned software.

#### **ABILITY TO:**

Plan, organize, control, and direct curriculum development and implementation.  
Coordinate the District testing program and analyze results.  
Coordinate and make staff development presentations.  
Supervise and evaluate the performance of assigned staff.  
Communicate effectively both orally and in writing.  
Interpret, apply and explain rules, regulations, policies and procedures.  
Establish and maintain cooperative and effective working relationships with others.  
Operate a computer and assigned office equipment.  
Analyze situations accurately and adopt an effective course of action.  
Meet schedules and time lines.  
Work independently with little direction.  
Plan and organize work.  
Prepare comprehensive narrative and statistical reports.

## **DIRECTOR, EDUCATIONAL SERVICES (7-12)**

Direct the maintenance of a variety of reports, records and files related to assigned activities.

Incorporated within one or more of the previously mentioned performance responsibilities, which are essential functions of this job description, are the following essential physical requirements:

- Ability to work at a desk and in meetings of various configurations.
- Ability to read printed matter and computer screens.
- Ability to communicate so others will be able to clearly understand a normal conversation.
- Ability to understand speech at normal levels.
- Ability to bend, twist, stoop and reach.
- Ability to drive a personal vehicle to conduct business.

### **EDUCATION AND EXPERIENCE:**

#### **Professional**

*Required:* Master's Degree in education or related field and five years increasingly responsible experience as a school principal at the secondary level in a public school setting.

#### **Personal**

Character, personality, and proper social capability to relate effectively with racially and ethnically diverse staff, students, and community. Demonstrated ability to work with a wide variety of community groups and organizations.

### **CREDENTIAL**

Must possess a Clear Administrative Services Credential.

Must possess a valid California driver's license.

### **WORKING CONDITIONS:**

#### ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

#### HAZARDS:

Exposure to dissatisfied or abusive individuals.