

## **DIRECTOR, EDUCATIONAL SERVICES (TK-6)**

### **BASIC FUNCTION:**

Under the direction of the Assistant Superintendent- Educational Services, plan, organize, control and direct the (TK-6 grade) curriculum development and implementation; train, supervise and evaluate the performance of assigned personnel.

### **ESSENTIAL JOB FUNCTIONS:**

Plan, organize, control and direct the development, implementation, coordination, articulation and evaluation of the (TK-6 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 curriculum revision, alignment, selection and adoption of instructional materials, implementation, and staff development components for various (TK-6 grade) areas; assure optimal learning opportunities and growth experiences for (TK-6 grade) students.

Oversee the District's Educational Services (TK-6 grade) program assessments including District benchmark development and analysis of results, SBAC administration, DIBELS data analysis and other formative assessment; provide testing/assessment information and support to administrators, teachers, students, parents, and community members.

Account for the written courses of study for (TK-6 grade) subject areas; travel to various sites to provide and demonstrate courses of study to District sites as they are revised or updated.

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

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

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; provide assistance and support to Principals and Assistant Principals regarding the District's Educational Services (TK-6 grade) as needed.

Develop and prepare the annual preliminary budget for the Educational Services (TK-6 grade) division; analyze and review budgetary and financial data; control and authorize expenditures in

## **DIRECTOR, EDUCATIONAL SERVICES (TK-6)**

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; serve as a District representative at school site events, conferences and on committees 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.  
School administration, federal programs, curriculum and assessment implementation.  
New Educational Services (TK-6 grade) trends, innovative programs and practices.  
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 (TK-6 grade).  
Coordinate the District testing program and analyze results.  
Provide leadership in the development of new programs and to assure effectiveness of programs.  
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.  
Prepare and deliver oral presentations to the Cabinet, Board of Education and school sites.  
Prepare comprehensive narrative and statistical reports.  
Direct the maintenance of a variety of reports, records and files related to assigned activities.  
Meet schedules and time lines.  
Work independently with little direction.  
Plan and organize work.

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.

## **DIRECTOR, EDUCATIONAL SERVICES (TK-6)**

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 elementary 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.