

**DIRECTOR OF INSTRUCTIONAL SUPPORT**

Reports to: Executive Director of Curriculum and Instruction

Supervises: Assigned related classified support personnel

Job Goal: To provide leadership in the implementation and coordination of the district English Learner program, Title I, Title III, supplementary academic support programs, and the district summer school program

**QUALIFICATIONS**

1. Knowledge of:
  - A. The Standardized Testing and Reporting (STAR) System of the California Department of Education
  - B. Academic Testing related to English Learners, both criterion and norm referenced, including but not limited to LAS, CEDLT, and SABE
  - C. Data collection, analysis, interpretation, and communication for comprehensive school-wide improvement
  - D. Current trends in educational assessment, research, School improvement, accountability, and curriculum and instructional delivery
  - E. Research, organization, development and curriculum planning
  - F. Staff development, supervision of instruction, personnel and program evaluation, and laws relating to this assignment
  - G. Correct English usage, spelling, grammar, and mathematics
  - H. Personal computer equipment, to include a working knowledge of applications software, hardware specifications, and training requirements
  - I. Safety rules and regulations for this position
  - J. Spanish-speaking preferred
2. Ability to:
  - A. Be a productive and active team member

- B. Make accurate and timely decisions
  - C. Learn and implement Board Policies, Administrative Regulations, and district procedures in assessment and categorical programs
  - D. Work successfully with diverse groups of people
  - E. Work both collaboratively and independently
  - F. Communicate effectively in both oral and written form
  - G. Handle all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public relations
  - H. Establish and maintain effective working relationships with those contacted in the performance of required duties
  - I. Establish and maintain effective and continual internal communications with staff members, district and community leaders, and others contacted in the performance of required duties
3. Training and Experience:
- A. Possession and maintenance of a valid and appropriate California Administrative Services Credential
  - B. Possession and maintenance of a valid California Teaching Credential, including BC/AD
  - C. Master's Degree in educational administration or an area related to curriculum, instruction, or assessment
  - D. Minimum of three years of successful teaching experience
  - E. Minimum of three years of successful leadership experience at a site, district, county, or state level
  - F. Completion of the ACSA Curriculum Academy or equivalent desired
  - G. Completion of SDAIE training

4. Essential Function:
  - A. Directs all district English Learner programs and assessments
  - B. Coordinates, analyzes, interprets and communicates the results of state and district English Learner assessments
  - C. Coordinates ELAC & DELAC committees
  - D. Assists school administrators and teachers with the implementation of academic support programs
  - E. Assists school administrators and teachers with the identification of underrepresented and low performing students
  - F. Works with site principals to create the academic intervention programs
  - G. Serves as Summer School Director
  - H. Directs and supervises Title I & Title III Programs
  - I. Develops, maintains, and monitors all assigned budgets
  - J. Other administrative duties as assigned