

EXECUTIVE DIRECTOR OF EDUCATIONAL SERVICES

Reports to: Associate Superintendent of Educational Services

Supervises: Educational Services Directors as assigned, Principals as assigned, teachers on special assignment and related classified support personnel

Job Goal: To provide leadership in the development, implementation, and coordination of the district's educational programs including curriculum, assessment, and instructional programs.

QUALIFICATIONS**KNOWLEDGE OF:**

- The Standardized Testing and Reporting (STAR) System of the California Department of Education
- Academic Testing, both criterion and norm referenced, including but not limited to, AP, SAT, ACT, local formative and summative assessments, physical fitness,
- Data collection, analysis, interpretation, and communication for comprehensive school-wide improvement
- Current trends in:
 1. The planning, implementation, and assessment of curriculum, instruction, and assessment programs
 2. School improvement processes
 3. Educational technology
 4. Professional development
 5. English Language Development
 6. Academic intervention programs
 7. Program evaluation
 8. District and school accountability
 9. Curriculum and instructional delivery
 10. District and school leadership
- Correct English usage, spelling, grammar, and mathematics
- Personal computer equipment, to include a working knowledge of applications software, hardware specifications, and training requirements
- Safety rules and regulations for this position

ABILITY TO:

- Be a productive and active team member
- Assist with the development, implementation, and evaluation of ongoing district and school improvement efforts
- Make strategic, accurate, and timely decisions
- Learn and implement Board Policies, Administrative Regulations, and district procedures in assessment and categorical programs
- Work successfully with diverse groups of people
- Work both collaboratively and independently
- Communicate effectively in both oral and written form
- Handle all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public relations
- Establish and maintain effective working relationships with those contacted in the performance of required duties
- Establish and maintain effective and continual internal communications with staff members, district and community leaders, and others contacted in the performance of required duties

TRAINING AND EXPERIENCE:

- Possession and maintenance of a valid and appropriate California Administrative Services Credential
- Possession and maintenance of a valid California Teaching Credential
- Master's Degree in educational administration or an area related to curriculum, instruction, or assessment
- Minimum of three years of successful teaching experience
- Minimum of three years of successful educational leadership experience at a site, district, county, or state level with experience as a middle or high school principal desired
- Completion of the ACSA Curriculum Academy or equivalent desired
- Completion of the California School Leadership Academy (CSLA) desired

ESSENTIAL FUNCTION:

- Supervises and oversees the work of principals as assigned
- Leads and directs all national, state, and district summative and formative assessment programs.
- Coordinates, analyzes, interprets and communicates the results of state and district assessment

- Develops and coordinates relationships and curricular alignment with local school districts, SDCOE, state, and national organizations in order to ensure a cohesive, comprehensive, and well-coordinated and efficient K-12 educational program
- Coordinates a centralized process for all test data collection and dissemination
- Assists school administrators and teachers with the interpretation of student performance data to improve the instructional program
- Leads Educational Services Directors, school administrators and teachers in the identification of low performing students and the development, implementation, and evaluation of targeted academic intervention programs
- Assists the Superintendent and Associate Superintendent of Educational Services with the development, implementation, and evaluation of the District's plan for improving student achievement
- Coordinates and supervises site Single Plan for Student Achievement work and ongoing school improvement processes
- Assists the Associate Superintendent of Educational Services with leadership and oversight of District and site transition to and implementation of Common Core State Standards , future revisions of academic standards, and related assessment programs
- Supervises and oversees the work of the Education Services Directors and Teachers on Special Assignment as assigned
- Coordinates the District's counseling program
- Coordinates and oversees the District's summer school program
- Develops, maintains, and monitors all assigned budgets
- Coordinates and oversees the District's Independent Study Online program
- Develops and coordinates the District's certificated and administrative professional development programs with the intent of improving the knowledge and skills of teachers and site admin resulting in continuous improvement of student learning
- Researches, develops, maintains, and monitors all grants and categorical programs