
Position:	Director, Educational Services	FLSA:	Exempt
Department/Site:	School Leadership	Salary Grade:	Appropriate Placement
Reports to/Evaluated by:	Assistant Superintendent, Educational Services	Salary Schedule:	Administrative Management

SUMMARY

Provides leadership in key District programs and services that will improve student achievement.

DISTINGUISHING CAREER FEATURES

Assist in working cooperatively with the Assistant Superintendent, Educational Services and Associate Superintendent, School Leadership, and/or the Superintendent to coordinate and articulate effective utilization of related instructional and support services.

Assist in conferring with appropriate administrators on matters of mutual concern as requested by the Assistant Superintendent, Educational Services, Associate Superintendent, and/or the Superintendent.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides leadership and supervision to responsible principals or directors in development of educational plans.
- Assist in interpreting policies, processes, and goals of pertinent educational programs to parents, students, and community.
- Supports the Principals and Directors in the Educational Services area.
- Coordinate the implementation of intervention services for the K-12 program.
- Assist in reviewing and approving all relevant budgets, requisitions, purchase orders, warehouse requisitions, textbooks, transportation requisitions, etc.
- Conduct meetings and disseminating information to interpret changes and additions to Board policies and/or administrative regulations.
- Consult with staff members about school or department problems regarding personnel and the implementation of Board policy and administrative regulations.
- Provides leadership and supervision for all Interscholastic Athletics.
- Coordinates and mentor all 7-12 Athletic Directors and provides staff development.
- Assist in overseeing and monitoring Elementary Athletics.

- Enforce all District and C.I.F. rules and policies, and District Codes of Conduct for students, staff, and other adults.
- Coordinate all athletic eligibility matters.
- Assist the Assistant Superintendent, Educational Services, Associate Superintendent of School Leadership, and/or the Superintendent to coordinate employee staffing and services, as needed.
- Assist the Assistant Superintendent, Educational Services, Associate Superintendent of School Leadership, and/or the Superintendent in development of systems to support organization and protocols for the School Leadership Division.

Perform all other duties and assumes such responsibilities as assigned by the Assistant Superintendent, Educational Services, Associate Superintendent, School Leadership, or the Superintendent.

QUALIFICATIONS

Abilities: Requires the ability to carry out the duties of the position and accomplish its objectives. Requires the ability to integrate a variety of district wide functions. Requires the ability to organize, train, direct, and motivate staff to achieve high levels of productivity. Requires the ability to solve complex problems requiring considerations of short and long-range implications to the district. Requires the ability to communicate effectively in written and oral formats.

Physical Abilities: Requires ambulatory ability to move to different offices and locations. Requires sufficient visual acuity to recognize words and numbers. Requires speech and auditory abilities to carry on conversations in large audience, personal, and telephone conversations.

Education and Experience: California Administrative Services Credential; a Master's degree, and three years classroom experience, or equivalent. Administrative experience as a school site principal and/or District level administrator experience or equivalent.

Licenses and Certificates: California Administrative Services Credential; Earned Doctorate degree preferred.