
Position:	Administrator of Educational Services	FLSA:	Exempt
Department/Site:	School Leadership	Salary Grade:	Contracted
Reports to/Evaluated by:	Deputy Superintendent, School Leadership	Salary Schedule:	Admin. Management

SUMMARY

Provides leadership in key educational services that will improve student achievement.

DISTINGUISHING CAREER FEATURES

This is a management level position, which supervises the following areas:

- Alternative Education
- Student Services and School Attendance
- Child Development
- Adult School
- Community Relations

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides leadership and supervision to responsible principals or directors in development of educational plans.
- Interprets policies, processes and goals of pertinent educational programs to parents, students, and community.
- Evaluates the Principal, Adult School; Director, Student Services and School Attendance; Principal Gateway/Alt. Ed.; Learning Director–Community Day School; and Director, Child Development.
- Coordinates the implementation of intervention services for the K-12 program.
- Reviews and approves all relevant budgets, requisitions, purchase orders, warehouse requisitions, textbooks, transportation requisitions, etc.
- Works cooperatively with the Deputy Superintendent, School Leadership to coordinate and articulate effective utilization of related instructional and support services.
- Conducts meetings and disseminates information to interpret changes and additions to Board policies and/or administrative regulations.
- Consults with staff members about school or department problems regarding personnel and the implementation of Board policy and administrative regulations.

- Keeps informed of the latest curricular and instructional trends, and legal issues and developments pertaining to student services by attending conference and workshops; and actively participates in professional organizations.

Performs all other duties and assumes such responsibilities as assigned by the Deputy Superintendent, School Leadership or the Superintendent.

QUALIFICATIONS

Minimum Qualifications:

- California Administrative Services Credential; a Master's degree, and three years classroom experience.

Desirable Qualifications:

- An earned Doctorate degree.
- Administrative experience as a school site principal and/or District level administrator.