

CLOVIS UNIFIED SCHOOL DISTRICT

Position: Guidance and Learning Director (GLD), Gr. 7-12

Salary Grade: Appropriate Placement

Salary Schedule: Administrative Management

Department: Varies

Reports to/Evaluated by: Appropriate Grades 7-12 Administrator

FLSA: Exempt

SUMMARY

To assist the Grades 7-12 Administrative Team with leadership, supervisory and administrative skills to achieve and maintain standards of excellence in the curricular areas so that each student receives the greatest academic and personal benefit from the learning experience.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists in the design and implementation of the master schedule.
- Assists the Grades 7-12 Administration Team in formulating and evaluating procedures of selection and registration whereby individual students develop educational plans and are enrolled into subjects of their choice which meet the needs of their educational plans at the appropriate level.
- Serves as a liaison with administration and school personnel in order to assist them in making just decisions regarding the pupils.
- Promotes beneficial school, parent and community relationships by means of parent conference and reports concerning pupils.
- Assists the learning director in developing curriculum and interpreting same to students, parents, and members of the community.
- Assists in the planning and implementation of staff development.
- Assists the Grades 7-12 Administration Team with responsibility for the discipline and attendance of students as assigned.
- Assists in the development, coordination and supervision of student activities.
- Assists in day to day supervision of students and in the development of teacher supervision schedules.
- May assist with teacher observations as assigned.
- May assist with the classified employee evaluation process as assigned.
- Performs other related duties as assigned.

QUALIFICATIONS

- Knowledge of: Not specified in the provided text.

- Ability to: Carry out the duties of the position and accomplish its objectives. Integrate a variety of support functions. Organize, train, direct, and motivate staff to achieve high levels of productivity. Solve complex problems requiring considerations of short and long-range implications. Communicate effectively in written and oral formats.
- Education and Experience: Requires a Bachelor's degree and three to five years experience as a teacher, or equivalent.
- Working Conditions: 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.
- Licenses and Certificates: A California Administrative Services Credential is required.