

ESTES PARK SCHOOL DISTRICT R-3  
ESTES PARK, COLORADO 80517

JOB DESCRIPTION

**TITLE: Director of Academic Services**

**QUALIFICATIONS:**

1. Master's Degree, with a major in Educational Administration or similar.
2. Have or be able to obtain a Colorado Administrator's license.
3. At least two or more years of experience as a building level administrator (principal or assistant principal).
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Superintendent of Schools

**JOB GOAL:** To provide instructional and curricular leadership, monitor student outcomes. Identify, implement and measure academic success. Seek grant opportunities.

**SCOPE OF RESPONSIBILITY:**

The Director Academic Services acts as an instructional leader for the district, promoting personalized learning and innovative approaches to support 21<sup>st</sup> century students. (S)he works collaboratively with the administrators to develop and maintain strong curricular programs for our students. The Director of Academic Services ensures that our educational objectives and instructional achievement practices yield the highest standards of student achievement, instructional excellence, and community support in all subject areas. (S)he works to secure funding to support initiatives. The Director of Academic Services assists the Superintendent in all matters as defined by the Superintendent.

**PERFORMANCE RESPONSIBILITIES AND DUTIES:**

1. Leadership and Administration
  - A. Collaborate with building administrators to develop a curricular vision for the district.
  - B. Monitor and collect evidence of student achievement for grant reporting.
  - C. Establish and maintain efficient administrative procedures to support the teaching and learning functions of the district.
  - D. Keep the Superintendent informed and work cooperatively with all other administrators in school and district-related matters.
  - E. Organize and lead appropriate professional meetings.
  - F. Provide resources and guidance to school administrators to support effective staff evaluation practices.
  - G. Coordinate and facilitate the District Evaluation Committee.
  - H. Participate in the Principal Professional Learning Community to provide support, resources, and guidance aligned to instructional goals.

- I. Lead and facilitate professional learning based on identified district needs and strategic priorities.
  - J. Collaborate with the Superintendent to support the implementation of the district's vision, mission, and strategic plan goals.
  - K. Perform other duties and responsibilities as assigned by the Superintendent.
  - L. Support schools with resources and guidance to prepare students for portfolios and presentations of student learning.
2. Curriculum
- A. Form and lead a district-wide Curriculum Committee, facilitating the curriculum review and adoption process annually.
  - B. Assess staff curriculum training needs; schedule, coordinate, and evaluate curriculum-related professional development each school year.
  - C. Coordinate and articulate the curriculum among and between grade levels.
  - D. Formulate, plan, and implement the professional development programs for professional staff.
  - E. Work with administrators in the evaluation of instructional materials and digital resources.
  - F. Serve as a member of the District Technology Team, collaborating to align instructional technology efforts.
  - G. Assess results of programs and engage in the continuous improvement process.
  - H. Supervise and support the district's team of instructional coaches in delivering the teacher induction program and instructional coaching support for staff.
3. District Assessment Coordinator
- A. Complete all state training requirements.
  - B. Provide oversight and training to school assessment coordinators to ensure effective administration of state and district assessments.
  - C. Monitor the preparation, delivery and data monitoring for all district and state assessments.
  - D. Collect, analyze, and interpret district data; support schools in data analysis; and present historical and current data to the Board of Education and other stakeholders.
  - E. Supervise and support building communication of state and district testing information to teachers, parents and students.
4. Financial
- A. Seek and apply for appropriate competitive grants.
  - B. Develop, monitor, and maintain State and Federal grants.
5. School-Community Relations
- A. Promote effective communication among all members of the school community.
  - B. Develop and maintain positive relations with the school community.
  - C. Seek talent and support from the community to further educational

goals of the district.

- D. Serve on district committees, participate in district activities, and represent the district as warranted, or as directed by the Superintendent.

6. Professional Growth

- A. Set goals for self-improvement, carry out individual improvement plan developed with Superintendent.
- B. Maintain a high level of competence in the field of education, remain current in issues related to areas of responsibility.
- C. Maintain a high level of personal integrity and strong work ethic.

TERMS OF EMPLOYMENT: FLSA Exempt - 230 Days

EVALUATION: Annually by the Superintendent