

**WAYNE COUNTY REGIONAL EDUCATIONAL SERVICE AGENCY
POSITION DESCRIPTION**

POSITION TITLE: Executive Director of Educational Services - Curriculum, Instruction & Assessment
PAY SCHEDULE: Non-Bargaining Salary Schedule – Grade 9 – 12 Months
SUPERSEDES: n/a
REVISION DATE: 9/23/2026

BROAD FUNCTION:

The Executive Director of Educational Services - Curriculum, Instruction & Assessment provides strategic leadership for Wayne RESA services that strengthen teaching, learning, and educational systems across Wayne County. The position leads a broad portfolio encompassing curriculum and instruction, assessment and data, professional learning, coaching and instructional leadership, educational research, and program evaluation. The Executive Director provides leadership for the development, implementation, and continuous improvement of services that build district and school capacity and respond to identified needs and priorities. The position provides strategic leadership and oversight for assigned staff, budgets, grants, partnerships, and regional initiatives, including differentiated and coordinated services and supports responsive to the needs and priorities of districts and schools across Wayne County, including those identified for additional support through Michigan's accountability system.

DUTIES & RESPONSIBILITIES:

- Ensure board policy and appropriate bid processes have been followed in accordance with state, federal, and local policies, procedures, and laws.
- Engage in regular budget monitoring to ensure expenses, contracts, and activities align appropriately with funding sources.
- Meet all RESA, state, and federal deadlines, programmatic requirements, and document expectations.
- Develop, implement, monitor, and document local, state, and federal grants as required.
- Provide strategic leadership and management for literacy, mathematics, science, social studies, MiSTEM, multilingual education, world language, visual and performing arts, physical education, instructional technology and artificial intelligence, computer science, media/library, assessment and data, research and evaluation, family engagement, master scheduling, school improvement, and academic MTSS.
- Establish expectations for coherence across academic disciplines, multilingual, assessment, data, and academic MTSS services so districts receive integrated, evidence-based support services.
- Use student learning, implementation, and service data to evaluate impact, identify inequities, and continuously improve programs and support services.
- Lead educational research and program evaluation for assigned programs and services; examine implementation and outcomes, communicate findings, and use evidence to improve supports and guide decisions.
- Provide strategic leadership and oversight for the work of staff co-funded through the Regional Assistance Grant to deliver, document, and evaluate instructional and content-area support for identified schools in alignment with grant requirements and school improvement plans.
- Partner and work in full collaboration with leadership, including the Executive Director of Educational Services - Continuous Improvement, to align instructional and academic discipline & content expertise with district and school improvement priorities, the Michigan Continuous Improvement Process (MiCIP) comprehensive needs assessments, leadership development, culture and climate supports, and state and federal program requirements.
- Lead the development and implementation of coherent countywide resources, professional learning, coaching, and consultation for standards-aligned curriculum, high-quality instructional materials, evidence-based instructional practices, assessment literacy, data use, and professional learning.
- Guide the design and implementation of academic MTSS, including the alignment of core instruction, intervention, assessment, and data-based decision-making, in coordination with other educational services departments (SEEIS, Continuous Improvement, Safe & Healthy Schools, etc.).

- Provide strategic direction for Wayne RESA's coaching networks, ensuring coherent professional learning and effective support for educators; lead and manage the Section 35a(4) funds and the ISD early literacy coaches they support, including program planning, grant compliance, fiscal oversight, and evaluation of impact.
- Advance inclusive instructional practices and the meaningful participation of students with individualized education programs (IEPs) in general education classrooms, in collaboration with the Office of Special Education and Early Intervention Services (SEEIS), district leaders, building leaders, coaches, and educators.
- Responsible for Wayne RESA's consistent achievement of its mission and ensuring that the long-range strategies are achieved in a consistent and timely manner.
- Maintain official records and documentation such as work plans and grant activities.
- Develop and implement short- and long-range goals and objectives that support organizational development consistent with the mission and vision of Wayne RESA.
- Maintain a climate that attracts, keeps, and motivates a diverse staff of top-quality people.
- Conduct regular performance evaluations and ensure that job descriptions are maintained and reflect the direction of the department.
- Provide oversight and direction in the coaching, mentoring, and development of staff.
- Provide oversight and direction in the development of the department's programs and services.
- Provide leadership in the continual improvement of communications and collaboration responsive to all Wayne RESA stakeholders.
- Remain current in research, legislation, and effective practices related to curriculum, instruction, assessment across academic disciplines, multilingual education, educational technology and artificial intelligence, academic MTSS, and professional learning.
- Lead and participate in countywide networks for curriculum, instruction, assessment, multilingual education, and related academic disciplines, providing timely updates and opportunities for collaborative learning.
- Provide leadership to help grow cross-departmental collaboration.
- Regular and predictable attendance.
- Perform other duties as assigned.

RELATIONSHIPS & CONTACTS:

INTERNAL

- Frequent contact with Deputy Superintendent for Educational Services, Educational Services Leadership Team, organizational project team members, consultants, and other members of the management team.
- Regular involvement with internal committees and with RESA managers and consultants on joint projects and team efforts.

EXTERNAL

- Frequent contact with district curriculum and instruction leaders, assessment leaders, academic discipline & content specialists, teachers, families, and school improvement teams.
- Frequent contact with other ISD's/ESA's, principals, and the Michigan Department of Education.
- Some contact with superintendents, board members, parents, and university staff.

SUPERVISION RECEIVED:

Deputy Superintendent of Educational Services or designee

SUPERVISION EXERCISED:

Directors, consultants, and support staff as assigned

QUALIFICATIONS:

Education:

- Master's Degree required; focus in Educational Leadership or a related area preferred.

- Valid Michigan Department of Education Administrator Certification with either an Elementary & Secondary Administrator K-12 (ES) or Central Office (CO) Endorsement is required.
- Valid Michigan Teacher's Certificate preferred.

Required Experience:

- Minimum five (5) years of combined K-12 teaching, administrative, or ISD experience.
- Minimum three (3) years of administrative leadership.
- Experience as a LEA, PSA, or ISD district-level curriculum leader.
- Demonstrated leadership experience in curriculum, instruction, assessment, professional learning, and the use of data to improve teaching and learning.
- Experience working in a variety of school settings preferred.

Required Special Skills and Training:

- Demonstrated consultation, training, group facilitation, and process skills.
- Demonstrated skill in proposal development, organization, and budget management.
- Demonstrated skill in managing multiple projects and assignments.
- Demonstrated skill in building teams and supporting communication and collaboration.
- Demonstrated verbal and written communication skills.
- Demonstrated skill working with diverse populations.

USE OF THIS POSITION DESCRIPTION:

This position description is not intended and should not be construed to be an exhaustive list of all the duties, responsibilities, skills, efforts, or special conditions associated with this position.

Date of Position Creation: September 23, 2026