

Standard School District

Job Description

Job Title: Executive Director, Educational Services

JOB SUMMARY

Under direction of the Superintendent, the Executive Director, Educational Services provides leadership, coordination, and direct services for planning, implementing, and evaluating the District's elementary compensatory education programs. Responsible for the overall coordination of the District's curriculum and instruction programs for students. The position stresses involvement, support for classroom excellence and teamwork. Serves as immediate supervisor for designated employees.

REQUIRED QUALIFICATIONS

1. Masters degree in educational administration.
2. Possession of a California Administrative Services Credential.
3. Minimum of five (5) years teaching experience.
4. Minimum of three (3) years experience as a site administrator.
5. Possession and maintenance of valid California Driver's license.
6. Interview/file data will include evidence of sensitivity and respect for others, professional endorsement of exemplary leadership behaviors, and verification of the demonstrated ability to serve as a positive role model for students and staff.
7. Evidence of willingness and the ability to comply with the standards for ethical and professional performance established by the district trustees and the California Department of Education.
8. A satisfactory attendance and work record.

DESIRABLE QUALIFICATIONS:

1. Experience leading school and district curriculum and program development learning, planning and implementation.
2. Experience in educational administration and K-8 teaching.
3. Experience in leading data-driven decision-making at teacher, site and district level in a system-based continuous improvement cycle.
4. Experience in developing or leading professional development activities at the District level.

SKILLS AND ABILITIES:

1. Possesses knowledge of laws, regulations, and guidelines related to state and federal compensatory education programs.
2. Interprets and applies District policies and regulations, state laws and rules, education codes and government codes.
3. Establish procedures and priorities; leading the development of standards-based curriculum development, professional learning, as well as teacher, school and district technical assistance in instruction, accountability, and student achievement.

4. Researching appropriate professional development references, resources, and current programs to meet teacher, school and district needs.
5. Communicates effectively orally and in writing.
6. Possesses effective public speaking techniques.
7. Plans, directs and evaluates the work of others.
8. Maintains open communication and cooperative relationships with others, inspires individual and team development and review processes for improvement.
9. Remains tactful and courteous in all matters to maintain and/or establish good public relations.
10. Maintains a commitment to professional growth and lifelong learning.
11. Possesses competence in the usage of basic computer skills and standard office software applications.
12. Maintains confidentiality regarding sensitive information.

ESSENTIAL FUNCTIONS OF THIS POSITION

1. Directs, coordinates and monitors District compliance with respect to all laws, regulations, and guidelines relating to state and federal compensatory education programs. Directs the District-wide process for the evaluation of these programs.
2. Coordinates the meetings and activities of the District advisory committees for state and federal programs which act as advisory boards to the respective programs.
3. Directs, coordinates, and provides technical guidance to District and site staff regarding the implementation and evaluation of state and federal compensatory programs and the development of school plans required by the agencies.
4. Oversees the coordination of state and federal mandated testing.
5. Works directly with teachers and administrators to establish needs and guides staff in leading high-leverage professional learning and technical assistance.
6. Supports the Superintendent and collaborates with district and site administrators in implementing standards and systemic cycles of school and district continuous improvement.
7. Leads staff in maintaining current knowledge of curriculum innovation, best practices, and development in technology-based instructional strategies.
8. Develops, maintains and evaluates the delivery or research-based, data-driven curriculum development and instructional practices that support models for diverse student populations.
9. Leads staff in using multiple data sources and predictive analytics to guide services for schools.
10. Leads staff in providing support to district leadership teams in modeling, identification of best practices and coaching.
11. Leads staff in customizing support to schools and districts unique to their local needs, school site plans and their LCAP priorities.
12. Leads staff in obtaining current, transformative speakers and current, often tech-involved, professional learning.
13. Oversees the development of the LCAP in partnership with the Executive Director, Business Services
14. Oversees the development and implementation of Single Plans for Student Achievement and School Safety Plans with site principals on an annual basis.
15. Assist schools in creating immediate and long-term professional learning plans.
16. Participates in the development of programs to build administrator leadership.
17. Participates in county, regional and state curriculum, instruction networks and projects and serves as District liaison to the Kern High School District and Kern County Superintendent of Schools.

18. Continuously provides timely information to the Superintendent about department activity; development and achievements in district; innovations in curriculum, instruction and academic enrichment; and new directions in transformative education.
19. Performs a variety of personnel functions—including interviewing, evaluating, training, staffing, scheduling, and supervising—for the purpose of providing efficient departmental operations throughout the District.
20. Manages, monitors, and evaluates department program operations, budgets, and staff.
21. Performs related duties as assigned.
22. Incorporated within one or more of the previously mentioned duties and responsibilities of this job description are the following essential physical requirements:
 1. Seldom = Less than 25%
 2. Occasional = 25-50%
 3. Often = 51-75%
 4. Very Frequent = 76% and above

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| <u>4</u> | a. | Ability to work at a desk, conference table or in meetings of various configurations. |
| <u>4</u> | b. | Ability to stand and circulate for extended periods of time. |
| <u>4</u> | c. | Ability to see for purposes of reading laws and codes, rules and policies and other printed matter and observing students. |
| <u>4</u> | d. | Ability to hear and understand speech at normal levels. |
| <u>4</u> | e. | Ability to communicate so others will be able to clearly understand normal conversation. |
| <u>3</u> | f. | Ability to bend and twist, kneel and stoop, run and crawl. |
| <u>2</u> | g. | Ability to reach in all directions. |
| <u>1</u> | h. | Ability to lift 50 lbs. |
| <u>2</u> | i. | Ability to carry 25 lbs. |

OTHER RELATED FUNCTIONS OF THIS POSITION

- Performs other such duties as assigned by the Superintendent.

Employee: _____

Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

(6/27/2023)