

JOB DESCRIPTION

BAND	GRADE	SUBGRADE	WORKING CONDITIONS
E	8	1	

JOB TITLE	CONTRACT REFERENCE
Director of Educational Services	Individual Contract

TITLE OF IMMEDIATE SUPERVISOR	VERSION DATE
Superintendent	September 2017

JOB SUMMARY

The Director of Educational Services is responsible for the overall district leadership in curriculum and staff development to improve students' achievement. The Director collaborates with district administrators in the facilitation of E-12 educational programs, maintains a positive, respectful learning environment to support success for students and staff development. The Director supports positive communication with staff and community consistent with the District's mission and the standards and practices of the International Baccalaureate. Duties may vary somewhat depending upon skills and experience.

TASK NO.

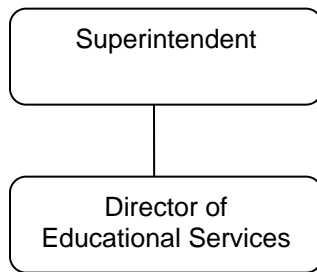
1.	Directs the district's process for the assessment, development, implementation, and measurement for all E-12 instructional programs.
2.	Oversees the integration of technology into a district E-12 instructional programs.
3.	Responsible for the integration of the state academic content standards into the district E-12 instructional programs
4.	Responsible for district committees related to the district E-12 instructional programs
5.	Oversees district-testing programming.
6.	Directs districtwide staff development and professional development.
7.	Assures compliance with all federal and state laws, rules, and regulations related to curriculum, instruction and assessment.
8.	Interprets and enforces district policies and procedures in curriculum, instruction assessment, and staff development that are in compliance with legislative statues.
9.	Oversees and monitors the English language learning program
10.	Serves as the Advancement Via Individual Determination (AVID) director for the district and oversees the implementation of AVID.
11.	Works with the Director of Special Services to provide appropriate accommodations and

	modifications for students with special needs.
12.	Oversees and directs the curriculum review cycle
13.	Investigates school business and post-secondary partnerships that enhance programs and services
14.	Oversees the optional transfer, early entrance and acceleration procedures for the district
15.	Administers and monitor department budget including allocating of resources and approving expenditures.
16.	Assists the superintendent with development and administration of policies and procedures related to curriculum and staff development.
17.	Attends and participate in Board meetings and numerous other committee and public hearings.
18.	Other duties as assigned.

QUALIFICATIONS (Specific training or job experience required before appointment)

Administrative certification as required and experience either at a building level or district is required. District-level licensure (superintendent or other) preferred.

ORGANIZATIONAL RELATIONSHIPS



PHYSICAL FACTORS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employed is regularly required to talk, hear, climb, balance, stoop, kneel, reach for objects, stand, walk, push, pull, lift, and use hands to grasp and feel. The employed must frequently lift and/or move up to 10 pounds,

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occasionally being required to lift and/or move up to 25 pounds or more. Specific vision abilities required include close vision, distance vision, and the ability to adjust focus.