

SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Executive Director- Instructional Services	REPORTS TO:	Assistant Superintendent
DEPARTMENT:	Educational Services	CLASSIFICATION:	Certificated Management
FLSA:	Exempt	WORK YEAR:	225 Days
BOARD APPROVAL:	March 30, 2021	SALARY:	Range B; Tier IV Management Salary Schedule

SUMMARY DEFINITION: Under general supervision of the Assistant Superintendent of Educational Services, provide leadership, coordination, and executive oversight in the ongoing development and improvement of curricular and instructional programs of the District at a systemic, organizational level in support of the District's Strategic Plan and strategic initiatives.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E= Essential Functions

Provide executive leadership at a systemic level to ensure understanding of and promote the educational program and objectives and vision of the District. **E**

Provide leadership and strategic direction in shaping and determining the direction of program change and improvement in the District's curriculum and instructional programs. **E**

Ensure that all curriculum and instructional programs comply with local policy and administrative regulations and applicable state and federal statutes and requirements. **E**

Guide and assist in the needs assessment, planning, development, and implementation of professional development programs for teaching staff, support staff, and administrative staff. **E**

Collaborate with and lead District-level administrators and site principals and staffs to facilitate and ensure horizontal and vertical continuity and articulation of the TK-12 instructional program throughout the District. **E**

Provide leadership for and assist in the development, implementation, selection, and evaluation of curriculum at all levels to support District priorities and strategic initiatives. **E**

Attend conferences and workshops, read professional journals/papers, and take courses as necessary to remain current concerning trends in curriculum and instruction. **E**

Serve as leadership liaison for the District and participates with curriculum leaders at the local, county, state, and/or national levels. **E**

Engage in research and evaluation related to educational programs of the District; collect and interpret result and outcomes data and utilize conclusions drawn from data to inform needed and strategic change in the instructional process. **E**

Supervise and evaluate assigned District-level and site administrators, teachers on special assignment, schools and coaches; monitor and oversee site and parents committees and activities at sites of assigned responsibility. **E**

Provide technical expertise and guidance to Instructional Directors regarding assigned duties; formulate and develop policies and procedures. **E**

Attend weekly Cabinet meetings and Executive Cabinet meetings as requested to support and shape strategic planning and decision making regarding the District's direction and to ensure that the curricular and instructional programs of the District align with and support the District's strategic initiatives. **E**

Mobilize and direct resources to ensure that the curricular and instructional programs of the District reflect and support the District's Strategic Plan. **E**

Make presentations to the Board of Education, Superintendent's Cabinet, administrative team, site personnel, and community groups related to areas of responsibility. **E**

Communicate with other District administrators, district personnel, and contractors and vendors to coordinate activities and programs, resolve issues and conflicts, align efforts, and exchange information. **E**

Participate in the process of interviewing and selecting new employees, and recommend transfers, reassignment, termination, and disciplinary actions; plan, coordinate, and arrange for appropriate training of assigned staff as needed. **E**

Develop and monitor assigned budgets within the department; analyze and review budgetary and financial data; monitor and authorize expenditures in assigned budget areas in accordance with established guidelines. **E**

Performs related duties as assigned.

MINIMUM QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications listed in this document are the minimum qualifications required to successfully be considered and hired for the position.

TRAINING, EDUCATION AND EXPERIENCE:

- Minimum of ten years' service in education as a classroom teacher/services provider, at least five of which have been as a school site and/or District-level administrator.
- Demonstrated success and ability to lead and effect system-wide curricular and instructional change and improvement.
- Completion of a graduate-level degree is required. Major coursework in education, curriculum and instruction, or related field is preferred.

LICENSES AND OTHER REQUIREMENTS: Valid California Driver's License; Valid California Administrative Services Credential.

TECHNOLOGY, EQUIPMENT AND TOOL SKILLS:

Proficient ability to use computer in the performance of duties; software and databases specific to the District, Internet, various presentation software, and Microsoft Outlook. Ability to use modern office equipment; applicable knowledge and facility with District-adopted software programs and online applications for data storage and retrieval, word processing, spreadsheets, scheduling, communications, data management and complex calculations.

KNOWLEDGE AND ABILITIES: The requirements listed below are representative of the knowledge, skill and/or ability required.

KNOWLEDGE OF:

- Principles, problems and methods of public education and administration.
- Instructional methodology, learning theory and practice, and assessment.
- Contemporary models and best practices for staff development.
- Effective decision-making models and group processes.
- Contemporary curriculum issues, trends and theories.
- Local, state, and national curriculum frameworks and models.
- Personnel, fiscal, and organizational management relevant to assigned responsibilities.
- Relevant state and federal regulations and procedures.
- Applicable laws, codes, regulations, policies, and procedures.

Effective management practices and techniques of supervision and evaluation.
School district organization, operations, policies, and objectives.
Interpersonal skills using tact, patience, and courtesy.
Effective oral and written communication skills.
Technical aspects of curriculum, instruction and assessment.
Operation of a computer and related software.

ABILITY TO:

Work cooperatively and effectively with all segments of the educational community and general public.
Lead, work collaboratively, and communicate with TK-12 administrators, site staff, and community leaders and constituents with varying degrees of expertise and experience.
Provide process and product evaluation information to support decisions related to change and improvement in curriculum and instructional programs.
Use statistical software for measurement, testing, and evaluation.
Supervise and evaluate the performance of assigned staff.
Prepare comprehensive narrative and statistical presentations and reports.
Maintain current knowledge on trends and developments in areas of responsibility.
Interpret, apply, and explain rules, regulations, policies, and procedures.
Analyze situations accurately and adopt an effective course of action.
Work independently with little direction to meet schedules and timelines.
Communicate effectively both orally and in writing to a variety of audiences.
Meet state and district standards of professional conduct as outlined in Board Policy.
Professionally represent the District at all times.
Operate a computer and related software.

PHYSICAL DEMANDS & WORK ENVIRONMENT: The physical demands and the work environment characteristics described here are representative of those that an employee encounters while performing the essential functions of this job and must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be effected to enable individuals with disabilities to perform the essential functions.

WORKING CONDITIONS:

Office environment; drive a vehicle to conduct work.


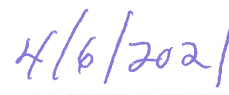
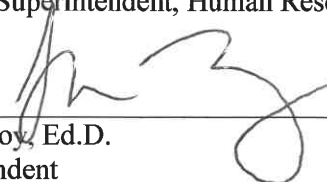
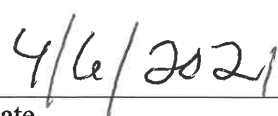
PHYSICAL ABILITIES:

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read and prepare documents and reports, and view computer monitors; sit or stand for extended period of time; bend at the waist, and reach overhead, above the shoulders, and horizontally to retrieve and store files; lift light objects.

OTHER QUALIFICATIONS:

Must successfully pass the District's pre-employment background and tuberculosis clearances and District mandated trainings.

APPROVALS:

		
Keith Rogenski Assistant Superintendent, Human Resources		Date
		
John Malloy, Ed.D. Superintendent		Date