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| TITLE: | Assistant Director | REPORTS TO: | Assigned Supervisor |
| DEPARTMENT: | Educational Services | CLASSIFICATION: | Certificated Management |
| FLSA: | Exempt | WORK YEAR: | 225 days |
| BOARD APPROVAL: | June 12, 2018 | SALARY: | Range N; Tier IV Management Salary Schedule |

SUMMARY DEFINITION:

Under the general direction of the assigned supervisor, coordinate the development, implementation and evaluation of curriculum, instructional services, and assessment support.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. Duties may vary from site to site. 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

- Directs and coordinates the development, implementation, and evaluation of curriculum, instructional services, and assessment support. **E**
- Assists in the development and coordination of the budgets that pertain to curriculum, instruction, and assessment. **E**
- Keeps abreast of state and federal developments in curriculum, instruction, and assessment and provides leadership in determining their appropriateness for inclusion in the district's educational program. **E**
- Guides the development, implementation and evaluation of in-service training programs for personnel. **E**
- Supports implementation and innovation in the use of technology in classroom instruction, assessment and student learning. **E**
- Communicates the vision and implementation plan for approved curriculum to the professional staff. **E**
- Coordinates and facilitates district-wide collaborative grade level and departmental meetings including teachers, principals and Teachers on Special Assignment (TSAs). **E**
- Coordinates the creation and publication of curriculum guides and materials for staff, parents, and the community. **E**
- Maintains a curriculum reference library for staff use. **E**
- Provides staff leadership to ensure understanding of and promotes the educational objectives of the district. **E**
- Coordinates, plans, and administers programs of professional development activities for instructional personnel and administrators. **E**
- Observes teachers in their classrooms upon request of teachers and/or administrators and offers insights for the enhancement of teaching and learning. **E**
- Studies, evaluates, and as appropriate, recommends new instructional materials, methods, and programs for adoption and assists in budget preparation for newly approved instructional programs as related to instructional supplies, equipment, materials and training. **E**
- Assumes a leadership role in coordinating the development of curriculum for any K-12 course newly mandated by legislature or the school committee. **E**
- Maintains liaison and active participation with educational leaders in curriculum, instruction, and assessment at the state, regional and national levels. **E**
- Coordinates activities of District-level Teachers on Special Assignment and evaluates their performance. **E**
- May supervise site principals and administrators. **E**
- Performs such other tasks and duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to: graduation from an accredited college or university with a master's degree; five years teaching experience. BTSA training and coaching experience is preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California Administrative Credential

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Advance capabilities with the operation and utilization of computer systems and related equipment.
Database, spreadsheet, and word processing operation.
Legal requirements, codes and guidelines related to assigned projects and programs.
Principles and practices of training and providing work direction.
Systems and procedures analysis and development.
Hands-on technical expertise with data systems.

ABILITY TO:

Meet District standards of professional attitude as outlined in the Management Code of Ethics.
Communicate effectively in English, both orally and in writing.
Work independently under the general direction of Assistant Superintendent of Educational Services.
Plan, direct, train, supervise, and evaluate the work of assigned staff.
Coordinate and direct meetings requiring the cooperation and participation of diverse staff members.
Analyze complex information needs and provide appropriate solutions.
Analyze and evaluate effectiveness of prospective software applications, implement as required.
Troubleshoot and solve problems quickly and accurately.
Make effective oral presentations.
Conduct surveys and studies to assist in determining site, staff, parent, and student needs in assigned areas.
Establish and maintain effective working relationships with others.

WORKING CONDITIONS:

ENVIRONMENT:

Mostly indoor environment. Some travel from worksite to worksite.

PHYSICAL ABILITIES:

Sitting, bending, reaching, stooping, squatting, and occasional light to moderate lifting; visual acuity sufficient to read music, books, media materials; pushing and pulling carts; walking, standing, and sitting for extended periods of time; reaching horizontally; dexterity and body coordination sufficient to operate a computer keyboard and standard office equipment; hearing and speaking to exchange information in person and on the telephone.

APPROVALS:



Keith Rogenski
Assistant Superintendent, Human Resources


Date



Rick Schmitt
Superintendent


Date