

MT. DIABLO UNIFIED SCHOOL DISTRICT

EXECUTIVE DIRECTOR OF INSTRUCTIONAL SERVICES SUPPORT

Primary Function

Plan, direct, organize, control and support all the educational services that support the schools and principals in quality instruction; provide leadership, direction and supervision to assigned instructional support programs and staff.

Directly Responsible To

Superintendent

Supervision

K-Adult Administrators
Any department leadership
Senior Administrative Secretary
Other certificated and classified staff as assigned.

Major Responsibilities

1. Provide leadership, support and accountability in the development, implementation and coordination of the district's K-12 instructional program aligned with common core curriculum standards.
2. Provide leadership and supervision for the day-to-day operations of assigned departments including the departments of ~~Curriculum and Instruction, Monitoring and Compliance of Categoricals, Special Education, and Student Services.~~ Student Achievement and School Support, English Learner Services, Equity and Disproportionality, Research and Evaluation, and Student Services.
3. Collaborate with and assist the Assistant Superintendents of Elementary, Middle and High School with the development and organization of professional development for certificated staff.
4. Work with the ~~Monitoring, Accountability and Reporting Division~~ Research and Evaluation Department to analyze student achievement, program design and implementation, and effectiveness of instructional programs and initiatives, assessments, district professional development, and support strategies.
5. Assist the Assistant Superintendents with special studies, projects, and investigations.
6. Develop, organize, and implement policies, long-and short-range plans, and provide accountability for financial/resource strategies to support the district's instructional

program in collaboration with the Assistant Superintendents.

7. Coordinate partnerships between the community and the district as they relate to curricular and instructional areas.
8. Assist with the process pursuant to the selection of textbooks and instructional materials for the district in accordance with established district procedures.
9. Provide oversight of teacher professional development and ensure that staff development is evaluated for effectiveness and resources are utilized appropriately.
10. Direct the preparation and maintenance of a variety of narrative and statistical reports, records, and files.
11. In collaboration with the Assistants Superintendents, assist with direction for program and fiscal planning, curriculum development, professional development, special programs, budgeting, staffing, implementation, monitoring, and evaluation of assigned programs.
12. Develop, allocate, and monitor budgets for assigned programs, facilities, equipment, and inventories to ensure fiscal responsibility.
13. Establish, direct, and participate on committees for program planning, implementation, and monitoring.
14. Assist with the recommendation of programs, objectives, and procedures for the Educational division. Support Departments.
15. Present and explain curriculum changes to the Board of Education, administration, staff, and the general public.
16. Supervise and evaluate the performance of assigned staff.
17. Approves all courses of study and curriculum guides for the appropriate grade level and recommends their adoption to the Superintendent.
18. Provides for the inservice training activities of designated Educational ~~Services~~ Support personnel.
19. Provides for the development of educational specifications for all materials and equipment necessary for carrying out the various curricula of the district.
20. ~~Supervises the selection and adoption of textbooks, supplemental books and other instructional materials.~~ Oversees the special education programs.
21. Supervises the preparation of ongoing state and federal project applications affecting curriculum.

22. Oversees the development of curriculum in the district's various general and special education programs.

23. Perform related duties as assigned.

Education and Experience

Postgraduate work in education or related field and seven years of leadership experience in education administration.

Licenses and Requirements

Valid California driver's license.

Valid Administrative Services Credential

Qualifications:

Knowledge and Skills

1. Organizational development policies and practices.
2. Applicable sections of California Education Code and other applicable codes, laws, rules, and regulations related to assigned activities.
3. District curriculum, assessment, and instructional specifications.
4. Common Core Curriculum Standards.
5. State-of-the-art theories, techniques, and methodologies of instruction.
6. District organization, operations, policies, procedures and objectives.
7. Current literature, trends, and development in the field of curriculum, assessment, instruction, and staff development.
8. Oral and written communication skills.
9. Second language learner curriculum and instruction.
10. Special programs including curriculum, mentor and special education programs.
11. Budget preparation and control.
12. Principles and practices of administration, supervision, and training.
13. Interpersonal skills using tact, patience and courtesy.
14. Operation of a computer and assigned software.

Ability To:

1. Demonstrate ability to lead effective instruction and assessment aligned to Common Core Curriculum Standards.
2. Coach and mentor staff using a reflective approach to reach consensus
3. Establish and maintain effective working relationships with others using tact, patience, and courtesy
4. Support and work collaboratively with other administrative leaders in carrying out the work of the district.
5. Analyze problems, make decisions, and be responsible for those decisions
6. Problem-solve, plan, organize, and administer assigned program.
7. Select, train and evaluate the performance of assigned staff.
8. Review existing and pending legislation related to procedural guidelines and recommend origination, modification, or support of legislative measures.
9. Read, interpret, apply and explain rules, regulations, policies, and procedures.
10. Operate a computer and assigned software.
11. Meet schedules and time lines.
12. Prepare comprehensive narrative and statistical reports.

Physical Abilities:

Dexterity of hands and fingers to operate a computer keyboard; sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations; seeing to read and write reports; lifting light objects.

| Adopted by the Board of Education:

Range 36