

MODESTO CITY SCHOOLS

JOB DESCRIPTION

SENIOR DIRECTOR-EDUCATIONAL SERVICES

DEFINITION:

Under the direction of the Associate Superintendent, Educational Services, plan, organize, control and direct operations, functions and personnel of assigned educational programs and schools; direct and support curriculum committees; design, implement and monitor professional development for school site teachers and administrators; train, supervise and evaluate the performance of assigned personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plan, organize, control and direct the implementation of policies and programs related to the educational program at assigned schools; respond to parent and community concerns.
- Conduct presentations and attend Board, LCAP and community meetings as required.
- Provide technical expertise and assistance to the operations of assigned schools; supervise and evaluate site administrators; collaborate in the evaluation of school programs; conduct inspections to assure an effective educational environment; analyze and disaggregate student, curricular and school-site data.
- Develop, implement and evaluate curriculum in designated areas; provide direction in the development of expectations for student learning; supervise the selection of appropriate textbooks and other instructional materials.
- Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.
- Provide technical expertise, information and assistance to the Associate Superintendent regarding assigned functions; assist in the formulation and development of policies, procedures and programs.
- Plan, organize and implement long and short-term programs and activities designed to develop assigned programs and services.
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities.
- Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.
- Develop and prepare the annual preliminary budget for assigned curricula and other budgets; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.
- Drive a vehicle to conduct work as assigned.
- Attend and conduct a variety of meetings as assigned.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: Master's degree in education, public administration or related field and five years educational services experience, including some site administrator experience.

Licenses and other Requirements

- Valid California Administrative Credential.
- Valid California Class C driver's license.

- Must provide DMV printout within five work days of offer of employment.
- Maintain participation in CA DMV Assessment System/Automatic Pull Program.

DESIRED QUALIFICATIONS:

- Doctoral Degree.

Knowledge of:

- Planning, organization and direction of educational services of a school district.
- Board policies and administrative regulations.
- California Education code.
- Effective instructional practices.
- Multiple curriculum standards and frameworks.
- Employee relations and collective bargaining agreements.
- Budget preparation and control.
- Oral and written communication skills.
- Principles and practices of administration, supervision and training.
- Applicable laws, codes, regulations, policies and procedures.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.

Ability to:

- Supervise and evaluate the performance of assigned staff.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.
- Direct the maintenance of a variety of reports, records and files related to assigned activities.

WORKING CONDITIONS:

Work Environment:

- Office environment.
- Driving a vehicle to conduct work.

Physical Demands: 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.

- Hearing and speaking to exchange information and make presentations.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Walking to conduct inspections.
- Sitting for extended periods of time.

Hazards:

- Dissatisfied or abusive individuals.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

Cabinet Approved: 7/1/13

Board Approved: 7/8/13

FLSA Status: Exempt

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