

STOCKTON UNIFIED SCHOOL DISTRICT

**DIRECTOR, EDUCATION SERVICES**

**DEFINITION**

Organize, supervise and direct the District's school sites and programs; coordinate the educational and personnel services at the school sites; and perform related duties as assigned.

**SUPERVISION RECEIVED AND EXERCISED**

Receive general direction from the Assistant Superintendent, Education Services. Exercise direction over school principals and other professional and clerical staff as assigned.

**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 are intended to accurately reflect the principle job elements.)*

Plan, direct, organize, coordinate, supervise and evaluate the instructional program in the District. **E**

Provide leadership in the study, development, implementation and evaluation of school instruction. **E**

Provide leadership and direction in implementing and evaluation school and program curriculum. **E**

Ensure effective articulation between, preschool, elementary, secondary and focus programs.

Coordinate with business services all matters relating to budget development, implementation and control. **E**

Assist in the development of school budgets and ensure that budgeted funds are used within the appropriate District, state and federal guidelines. **E**

Assist in the development of system-wide educational goals and recommend changes and improvements in the instructional program.

Coordinate with the Human Resources Department all personnel functions relating to support staff, staffing allocations, recruitment, transfers, disciplinary action, etc. **E**

Assist in the selection and assignment of school principals and instructional personnel. **E**

Provide leadership and direction in planning and implementing in-service training for school administrators and instructional personnel.

Provide guidance and direction to administrators.

Ensure guidance and direction by principals with their instructional staff including teacher progress and curriculum development.

Plan and coordinate utilization and assignment of consultant or special services.

Maintain internal communication systems relative to the instructional programs.

Act as liaison with parent and community organizations.

Assist in the preparation of handbooks, publications and communications for parents and the general public on policies, procedures and educational programs of the District.

Coordinate and oversee school grant applications in their development, implementation and evaluation.

Supervise focus program (e.g. AVID, IB, magnet, VAPA, ROP, CTE, adult, etc.) and administration.

Arrange for the demonstration of new instructional materials and techniques.

Engage in specific studies for schools as directed by the Assistant Superintendent, Education Services.

Plan for and maintain record of facility use for instruction.

Prepare oral and written reports relative to instructional programs.

Supervise, train and evaluate school site administrators and other assigned staff.

Perform related duties as assigned.

## **QUALIFICATION**

### **Knowledge of:**

- Laws, rules, regulations and judicial decisions affecting the provision of services in all educational support program areas
- Principles of governmental budgeting and expenditure control
- Public information principles and techniques
- Principles of supervision, training and program administration
- Principles and practices of education administration
- Employer/employee relations and collective bargaining agreements
- Oral and written communication skills

### **Ability to:**

- Plan, organize, develop and coordinate the activities of a broad range of educational support programs
- Ensure that the educational support programs and activities are carried out in compliance with state and federal requirements
- Serve as a liaison with a variety of community and governmental organizations
- Conduct a comprehensive public relations program
- Provide effective supervision, training and career development for assigned staff
- Prepare oral and written reports
- Make effective public presentations of program information
- Physical capability sufficient to perform job tasks

### **Education and Experience:**

- Master of Arts or advanced degree from an accredited college or university
- A minimum of five (5) years of teaching or related experience
- At least five (5) years of experience in an administrative capacity having demonstrated success in performing increasingly responsible management functions in educational administration

License and/or Certificates:

- Appropriate teaching credential and administrative and/or supervisory credential
- Possession of a valid California driver license
- Valid First Aid and CPR certificates must be obtained within sixty (60) days from date of hire

Physical Demands:

Employees in this position must have/be able to:

- See to view a computer monitor and read a variety of materials
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others
- Dexterity of hands and fingers to operate a computer keyboard
- Bend at the waist
- Lift and/or carry up to 25 lbs at waist height for short distances
- Push/pull up to 40 lbs for short distances
- Reach overhead, above the shoulders and horizontally.

SALARY PLACEMENT

Management Team Salary Schedule

Tier 7, Range 03

12-month work year

Board Approved 08.11.13

Management re-alignment 03/01/19