



DIRECTOR INSTRUCTIONAL SUPPORT SERVICES

Revised: 03/15/17

BRIEF DESCRIPTION OF POSITION:

The Director of Instructional Support Services, under the supervision of the Assistant Superintendent Educational Services provides collaborative leadership and support for an equitable high quality educational program for ALL students. Provides professional learning, oversight, and support for instructional programs, teaching strategies, and formative assessments that support mastery of the California Standards for ALL District students including English Learners, Foster Youth, Homeless Youth, Migrant Youth, Students with Disabilities, and Economically Disadvantaged Youth.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Provides oversight and support for the implementation of State Board of Education adopted California Standards and the California Assessment of Student Performance and Progress. **E**
2. Develops and implements the District's instructional goals and objectives using collaborative processes. **E**
3. Stays informed of and provides the District regular updates regarding educational trends and best instructional practices. **E**
4. Provides professional learning on best instructional practices and associated resources in support of improving the instructional program. **E**
5. Collaborates with site leadership to develop and implement a District professional learning plan. **E**
6. Provides leadership, oversight, and support for Learning Design Coaches. **E**
7. Provides professional learning, oversight, and support for classroom walkthroughs and the associated use of Data Analytics and Learning Analytics to identify and implement best instructional practices. **E**
8. Provides leadership, oversight, and support for the development and implementation of CAASPP Interim Assessments. **E**
9. Collaborates with site leadership to provide leadership, oversight, and support for collaborative instructional practices, including but not limited to: collaborative classroom walkthroughs and collaborative lesson study. **E**
10. Provides support and oversight for approval of new and revised courses. **E**
11. Provides support and oversight for the District's A-G approved course lists and NCAA Eligibility Center approved course list. **E**
12. Provides support and oversight for the District's Advanced Placement curriculum, professional learning, and AP Audit. **E**
13. Collaborates with site leadership to provide support for the ACS-WASC Accreditation/Self Study Process. **E**
14. Provides leadership, support, and oversight for the Beginning Teacher Support Program and New Teacher Orientation. **E**
15. Provides professional learning, oversight, and support for best instructional practices and associated resources in support of English learners, Foster Youth, Homeless Youth, Migrant Youth, Students with Disabilities and Economically Disadvantaged Youth. **E**
16. Provides oversight and support for the District's Seal of Bilingual Diploma program. **E**
17. Provides oversight and support for the District's Summer School program. **E**
18. Conducts research, and provides reports on programs as directed. **E**
19. Provides oversight and support for community input on the District's instructional programs and services, in support of the annual update to the Local Control Accountability Plan. **E**
20. Performs other duties as assigned. **E**

KNOWLEDGE AND ABILITIES:

- Ability to communicate effectively
- Interpret policy, procedures and data.
- Maintain emotional control under stress.

PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:

- Frequent district-wide and occasional statewide travel.
- Occasional prolonged and irregular hours.
- Infrequent heavy lifting.

REQUIREMENTS:

WORK YEAR: Certificated Management Work Year; 223 days
CREDENTIAL: Current valid Teaching or Pupil Personnel Services Credential or other Support Services Credential; and Current Administrative Credential
EDUCATION: Master's degree in education or related field from an accredited college or university (preferred)
EXPERIENCE: Three years successful experience as a certificated teacher or counselor or in other certificated support credential service (required);
Successful experience as a school site administrator (preferred);
Extensive experience working with diverse student populations;
Experience providing Professional Learning (preferred);
Experience as an Instructional Coach or BTSA Support Provider (preferred)
OTHER: Bilingual in Spanish (strongly preferred)
Knowledge of Mixteco, Tagalog, and other world languages (preferred)
SALARY: Certificated Management Salary Schedule
BENEFITS: Medical (employee contribution), 100% dental, vision and life insurance + Car Allowance + Doctoral Stipend (for a verified earned doctorate)