

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: EXECUTIVE DIRECTOR OF EDUCATION SERVICES

BASIC FUNCTION:

Under the direction of the Deputy Superintendent, serve as a key instructional leader for the district; provide leadership and accountability for the District's academic services as well as academic performance of all schools; drive the educational performance of the district, provide leadership, vision, and strategic direction for the District's curriculum, instruction, assessment, and school improvement initiatives, oversee the professional development for all teachers, principals, and vice principals, and supervise the operational management of assigned Education Services Departments and Offices.

ESSENTIAL DUTIES:

Provide education and administrative leadership that builds and supports a high performance education team by inspiring, integrating, and aligning the academic work of the District to be consistent with the District's learning vision; develop and maintain clear and inclusive decision-making processes to ensure integration of academic supports and services, as well as effective ongoing technical and operational management of the schools.

Develop and oversee a world-class, professional development program for teachers, principals, and vice principals; provide support and foster a culture that motivates teachers and administrators to perform at the level of excellence necessary to continuously improve student achievement and narrow achievement/opportunity gaps between racial, ethnic, and socio-economic groups by working effectively with all of the diverse communities.

Direct the operation, planning, development, improvement, and administration of all assigned central office programs in support of the District's mission to provide outstanding opportunities for academic achievement for all students.

Ensure that central office programs/departments are coordinating efforts to provide efficient and effective delivery of educational services; curriculum and instruction, early childhood education, gifted and talented education, special education, alternative education, adult education, Linked Learning, learning technology, categorical programs, student support services, teacher support programs, student health services, safe schools, program evaluation, and other areas assigned by the Deputy Superintendent.

Understand Board policies, communicate guidelines inherent in those policies, and oversee the implementation of these policies.

Oversee the development, implementation, and monitoring of long-range instructional goals of the District to improve instructional outcomes, as measured by state and national standards.

Ensure that all curriculum developed, and/or purchased by the schools is aligned to state standards; monitor coherence in student learning through continuous alignment of curriculum/instruction, learning standards, assessment, accountability, and intervention practices.

Promote articulation of programs and services among preschool, elementary, middle, high school, and adult education, inclusive of institutions of higher education.

Coordinate with the Department of Research and Evaluation to research most current and effective assessment tools to evaluate progress on district priorities, and ensure that effective programs and best practices are utilized in the curriculum.

Provide leadership in monitoring and reviewing assessment data and using findings to initiate corrective action for the affected group of students and/or campuses.

Approve assigned department and school budgets, and determine allocations for staff, supplies, and equipment; provide direction for the monitoring of all assigned general and categorically funded programs to assure compliance with applicable state and federal laws and regulations.

Interface with governmental agencies, business and civic organizations, and the community to provide needed information and promote the district's educational initiatives.

Oversee the development of partnerships with leading educational and community organizations, both locally and nationally, to support, complement, and enhance district programs; collaborate and foster relationships with internal and external stakeholders.

Supervise, evaluate, and hold accountable the performance and professionalism of assigned staff; interview and select employees, and recommend transfers, reassignments, terminations, and disciplinary actions; plan, coordinate, and arrange for appropriate training of assigned staff.

Communicate and collaborate with other administrators, personnel, and outside organizations to develop, implement, and coordinate activities and programs, resolve issues and conflicts, and exchange information; develop policies and procedures to encourage effective and efficient management controls; model district standards of ethics and professionalism.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records, correspondence, and files related to assigned services, activities, and operations; prepare and submit applications, contracts, and reports to funding agencies; operate a computer to input data and generate reports.

Provide technical expertise, information, and assistance to assigned supervisor regarding assigned functions, unusual trends, or problems, and recommend appropriate corrective action.

Maintain current knowledge of state/federal legislation regulations, requirements, and guidelines related to assigned duties; attend conferences, read journals/papers, take courses, and attend workshops to remain current concerning trends in the education field.

Serve as a team member of the Superintendent's Cabinet and Executive Staff; participate in district-wide planning, development, and evaluation.

Perform related duties consistent with the scope and intent of the position.

DEMONSTRATED KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

- State frameworks, curriculum, instruction, assessment, and school improvement initiatives.
- National, state, and district educational goals and standards.
- Research-based continuous improvement methodologies
- Learning theory, program planning, curriculum development, and management of instructional programs that increase academic rigor for all students.
- Effective school concepts and principles.
- State-of-the-art research and proven best practices in areas of closing the achievement and opportunity gaps and meeting the diverse needs of students.
- Effective staff development programs and strategies.
- Instructional methodologies, strategies, and curriculum standards.
- Academic accountability systems and services.
- Report writing and related presentations.
- Budget preparation and management.
- School district organization, operations, and objectives.
- Applicable state and federal laws, codes, regulations, guidelines, policies, procedures, state frameworks.
- Effective oral and written communication strategies.
- Effective interpersonal techniques to develop and foster positive and productive relationships.
- Effective management principles, practices, and supervision techniques.
- Evaluation approaches, strategies, and techniques.

ABILITY TO:

- Design, organize, and lead a systemic change process in a large urban school district.
- Assist with the integration of professional learning and curriculum implementation.
- Analyze statistical data for trends and student performance in various programs, and develop strategies for improved student improvement.
- Lead and be a member of school improvement initiatives that close student achievement and opportunity gaps between racial, ethnic, and economic groups.
- Work independently, coordinate multiple activities simultaneously, and work flexible hours.
- Prepare and deliver effective presentations to diverse audiences.
- Communicate effectively, both orally and in writing.

- Establish and maintain effective working relationships with district staff and administrators, students, parents or guardians, outside agencies, and the public, in a multicultural community.
- Exercise effective decision-making and problem-solving.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Analyze situations accurately, and adopt a legally sound, effective course of action.
- Plan and organize work to meet schedules and timelines.
- Prepare comprehensive narrative and statistical reports.
- Supervise and evaluate the performance of assigned staff.
- Meet state and district standards of professional conduct as outlined in Board Policy.

EDUCATION AND EXPERIENCE REQUIRED:

Minimum of a master’s degree in education with an emphasis on curriculum, instruction, and school leadership; doctorate strongly preferred. Seven years of progressively responsible experience at campus level and central office administration, preferably at all three school levels (elementary, middle, high).

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver’s license.
Provide personal automobile and proof of insurance.
Administrative Services Credential required.

WORKING CONDITIONS:

ENVIRONMENT

Office environment
Driving a vehicle to conduct work
Must be willing to attend evening/weekend meetings or activities

BOARD APPROVED: June 27, 2017