

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: DIRECTOR FOR INSTRUCTIONAL SUPPORT

BASIC FUNCTION:

Under the direction of the Assistant Superintendent for Curriculum/Professional Learning, plan, organize, deliver, direct and evaluate the District's Professional Learning programs; assure compliance with District content standards, the California Standards for the Teaching Profession and the Leadership Standards; assist with the integration of teacher and leadership professional learning and curriculum implementation; oversee the activities and operations of assigned programs; train and supervise the performance of assigned personnel.

ESSENTIAL FUNCTIONS:

Plan, organize, deliver, and evaluate the District's Professional Learning program; integrate compliance with District content standards, the California Standards for the Teaching Profession and the Leadership Standards.

Collaborate with Research and Evaluation and Technology Services in developing professional learning offerings that meet the needs of students based upon multiple measures of student achievement data.

Direct the operation of the Professional Learning Office in conjunction with site and district leaders to meet the needs of schools in the delivery of District curriculum.

Create and coordinate the K-12 ELD professional learning program with a focus on CLAD and foreign language training.

Provide professional learning for the implementation of new curriculum and instructional materials.

Schedule and calendar professional learning activities and publicize activities according to established procedures.

Facilitate curriculum challenges.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel; prepare curriculum reports and submit to the Cabinet and the Board of Education as appropriate.

Oversee the activities and operations of the Learning Resource Center and the video collection and audio-visual equipment for the Education Center.

Collaborate with Technology Services to establish and maintain a technology-based system for registration and the efficient recording of employee units on transcripts.

Direct and evaluate a District program that coordinates the District's Professional Learning goals for teachers, administrators and classified staff.

Monitor textbook budgets and prepare related projections; oversee orders for textbooks.

Oversee a variety of contests including spelling bees, oral language fairs, student competitions and others.

Supervise the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

Provide technical expertise, information and assistance to the Assistant Superintendent regarding assigned functions; assist in the formulation and development of policies, procedures and programs to assure a safe, efficient and economical work environment.

Operate a computer and assigned software programs; operate other office equipment as assigned.

Develop and prepare the Professional Learning budget; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of the District's Professional Learning program

State frameworks

Current research and trends in curriculum and professional learning

Principles, techniques, strategies, research and evaluation of a comprehensive employee professional learning program in a K-12 system

Effective professional learning programs and strategies

Instructional methodologies, strategies and curriculum Standards

Assessment practices and instruments

Oral and written communication skills

Public speaking techniques

Curriculum challenge process

District curriculum, District content standards and the California Standards for the Teaching Profession

Budget preparation and control

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:

Plan, organize, administer and evaluate a K-12 professional learning program

Develop and conduct professional learning training sessions

Supervise the performance of assigned personnel

Assure compliance with District content standards, California Standards for the Teaching Profession and the Leadership Standards

Assist with the integration of professional learning and curriculum implementation
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
Operate a computer and assigned office equipment
Analyze situations accurately and adopt an effective course of action

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: master's degree in curriculum and instruction or related field or the equivalent and five years leadership experience to include the administration of professional learning programs.

LICENSES AND OTHER REQUIREMENTS:

Possess or eligibility for a California General Administration, Standard Administration, Administrative Services, Administrative Internship, or supervision with appropriate basic credentials.

WORKING CONDITIONS:

Office environment.