



LAKE HAVASU UNIFIED SCHOOL DISTRICT #1

Human Resources Department

Position Title:	Director of Student Achievement	Location:	Student Achievement
Reports To:	Superintendent	Supervises:	Department Personnel
Classification:	Certified	Status:	Full-time
FLSA Status:	Exempt	Benefit Eligible:	Yes
Work Year:	12 months	Salary:	see lhUSD.org website

Qualifications

- Appropriate Administrator's Certificate as required by the State of Arizona
- Master's degree or higher
- Five years successful teaching experience
- Three years of successful administrative experience in public schools, including knowledge of instructional improvement, curriculum management, staff development, and instructional assessment
- Bilingual Spanish/English desirable
- IVP fingerprint clearance card through AZ Department of Public Safety

Skills Needed

- Knowledge of all aspects of standards-based curriculum and instruction, including reading instruction, special education, gifted education, Fine Arts, CTE, and developing professional learning communities
- Possession of leadership skills, qualities, and personal characteristics necessary to work effectively with students, teachers, parents, administrators, and the general public.
- Ability to manage fiscal and physical resources and to direct the operation of a broad range of activities in order to successfully carry out instructional support activities.
- Ability to establish and maintain successful working relationships with staff, students, and citizens.
- Ability to communicate school system policies and programs to the general public, media, and government officials.

General Function

- To provide leadership in the development, implementation, coordination and evaluation of all educational programs of the District to improve student achievement and instructional practice

Responsibilities and Requirements

STUDENT ACHIEVEMENT

- Serve as the leader in all areas aligned to PreK-12 instruction including, but not limited to instructional improvement, professional learning, gifted services, career and technical education, instructional technology, elective areas, dual enrollment, early education, and world languages.
- Ensure the District is in compliance with state and federal legal mandates.
- Serve as the Title IX coordinator.
- Write and Develop the budget for all federal grants
- Coordinate school staff allocation and scheduling processes with principals to maximize instruction and school improvement.
- Recommend, supervise, and evaluate personnel assigned to the Student Achievement Department

INSTRUCTION

- Recommend changes in instructional programs.
- Assist in budget preparation for newly approved instructional programs.
- Oversee the identification of local job opportunities and the role of the schools in meeting these opportunities.
- Oversee the implementation of programming for English Learners



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CURRICULUM

- Coordinate and evaluate curriculum and recommend changes and improvements.
- Establish coordinate textbook selection and district-wide curriculum audits committees.
- Recommend long-term adjustments, changes, additions, and deletions in school to work education to meet changing job trends and needs.
- Monitor Arizona Department of Education and the State Board of Education Curriculum mandates and requirements.
- Disseminate State Curriculum requirements to Administrative Team and staff.
- Plan and articulate K-12 school to work programs.

STUDENT ASSESSMENT

- Oversee the District assessment program.
- Oversee the preparation, analysis, and distribution of all state and district reports as they pertain to student achievement.
- Oversee accreditation and accountability processes that lead to improved students achievement.

STAFF DEVELOPMENT

- Oversee the development and implementation of in-service programs for District personnel.
- Develop and implement a working calendar to insure the successful completion of annual District staff development objectives.
- Provide leadership and coordination of certified professional development and mentoring program.
- Assist in monitoring and evaluating instructional techniques utilized by the instructional staff.

PROFESSIONAL GROWTH

- Pursue personal and professional growth and development.
- Remain current and up-to-date on the changing laws and requirements regarding Curriculum and Instruction matters and other issues relating to student achievement

ADMINISTRATIVE TEAM

- Assist in the development, implementation, and interpretation of policies, regulations, and procedures as they pertain to student achievement.
- Assist the administrative team in research, training, interpretation, planning, development, implementation, and assessment of curriculum and instructional issues.
- Support Administrative Team decisions and Board policy and actions to the public and staff.
- Perform other job-related duties as assigned by the Superintendent of Schools

EFFECTIVE RELATIONSHIP WITH GOVERNING BOARD

- Interpret and execute the intent of Board policy pertaining to Student Achievement
- Support Board policy and actions to the public and staff
- Attend and participate in all meetings of the Board as required.

Physical Demands and Work Environment

- Physical Effort
- Repetitive motion and eye strain through extensive utilization of computer hardware and software
- May require lifting materials and supplies weighing up to 25 pounds.

EEOC

- Lake Havasu Unified School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetic information, veteran status, or any other characteristic protected by federal, state or local laws.
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- This job description is intended to accurately reflect the position activities and requirements. Administrators and supervisors reserve the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.