

## **DIRECTOR OF STUDENT SERVICES**

### **Primary Function:**

Under the direction of the Assistant Superintendent of Curriculum and Instruction, the Director of Student Services is responsible for coordination of all assessment programs as well as direct and oversee all areas of Special Projects that support the instructional program; provide decisive, district-wide administrative leadership through the use of effective communication skills, collaborative problem solving, motivation, innovation, organizational efficiency and accountability.

### **Representative Duties:**

- Assist in planning and organizing curricular and instructional programs within the district.
- Responsible for organizing all assessment procedure
- Oversee all special project plans within the district.
- Assist the Superintendent of Curriculum and Instruction in providing leadership and site support in professional development activities that ensure achievement of established district goals and objectives.
- Assist in providing district-wide leadership that promotes high expectations and standards for quality teaching and learning.
- Provide leadership and oversee the following areas: student services, assessment, special projects, Migrant Education, bilingual programs, alternative education, and all district categorical programs.
- Assist in providing educational leadership and planning at school sites, curriculum council, and in the educational community.
- Assist in the planning and execution of professional development for management in regard to curricular and instruction issues.
- Provide leadership in identifying instructional priorities for program development and professional development strategies; provide training to support identified instructional priorities.
- Coordinate the development and implementation of all district-wide assessment procedures.
- Develop, implement and ensure state and federal compliance of the following budgets to directly support and promote achievement of established district-wide goals and objectives: professional development, federal entitlements, district state categoricals, and, when appropriate, district curriculum and instruction.
- Provide oversight management of the following budgets, including but not limited to, all district categorical programs, assessment programs and Alternative Education.
- Ensure district and site compliance with state and federal requirements as it relates to curriculum and instruction.
- Administer the development, implementation and evaluation of district professional development programs.
- Prepare and present reports relating to educational programs and progress.
- Prepare state and federal reports (i.e. LEAP, Single School Plan, CONAPP, VEA, SARC, WASC, etc.)
- Provide informational pathway to and from the State Department of Education, U.S. Department of Education, and all staff.
- Perform related duties as assigned.

### **Knowledge of:**

Applicable sections of State Education Code, NCLB, and other applicable codes, laws, rules and regulations related to assigned activities.

Public education system, county and community resources and agencies.

State frameworks.

Current research and trends in curriculum.

Principles and practices of administration, supervision, and training.

Second language learner curriculum and instruction.

Effective staff development programs.

Instructional methodologies and strategies.

Assessment instruments.

Grant writing process.

Interpersonal skills using tact, patience and courtesy.

New state and federal accountability system (API, AYP, NCLB).

Current research-based instruction strategies.

Student management systems for the manipulation of student data.  
Significant changes in state and federal mandates.  
Appropriate staff development directly affecting student achievement.  
All curricular reports to the State Department of Education and U.S. Department of Education.

**Ability to:**

Plan and organize general curriculum and instruction, professional development, program evaluation and other areas as assigned.  
Plan, implement, and coordinate staff development programs with site administration and staff.  
Establish and maintain cooperative and effective working relationships.  
Maintain records and prepare reports for district, state and federal compliance.  
Communicate effectively both orally and in writing.  
Read, interpret, apply and explain rules, regulations, policies and procedures.  
Ability to adjust to frequent changes in state policy.  
Train, supervise and evaluate personnel.  
Motivate staff to implement planned changes.  
Develop, implement and evaluate instructional strategies.  
Plan and monitor the district-wide instructional and assessment calendar (including substitute demands).  
Effectively meet schedules and time lines for staff responsible to the Assistant Superintendent of Curriculum.  
Work independently with little or no direction.  
Plan and organize work effectively.  
Balance demands when responsibilities increase beyond current scope.

**Education Required:**

Valid Secondary Teaching Credential  
Valid Administrative Credential

**Experience Desired:**

Minimum 5 years successful teaching experience in a public secondary school  
Minimum 5 years successful administrative experience in a public secondary school district  
Minimum 5 years successful experience coordinating state and federal categorical programs

**Licenses and Other Requirements**

Valid California Drivers License

**Working Conditions and Environment:**

Office Environment  
Travel to multiple school sites  
Attend trainings and conferences as needed to carry out the scope of the position requirements  
Public speaking for groups of various sizes  
Driving a vehicle to conduct work

1/21/07  
SMJUHSD  
Mgmt

Director of Student Services