

CERTIFICATED

DIRECTOR OF INSTRUCTIONAL SUPPORT

Reports to: Executive Director of Curriculum and Instruction

Supervises: Assigned related classified support personnel

Job Goal: To provide leadership in the implementation and coordination of the district English Learner program, Title I, Title III, supplementary academic support programs, and the district summer school program

QUALIFICATIONS

1. Knowledge of:
 - A. The Standardized Testing and Reporting (STAR) System of the California Department of Education
 - B. Academic Testing related to English Learners, both criterion and norm referenced, including but not limited to LAS, CEDLT, and SABE
 - C. Data collection, analysis, interpretation, and communication for comprehensive school-wide improvement
 - D. Current trends in educational assessment, research, School improvement, accountability, and curriculum and instructional delivery
 - E. Research, organization, development and curriculum planning
 - F. Staff development, supervision of instruction, personnel and program evaluation, and laws relating to this assignment
 - G. Correct English usage, spelling, grammar, and mathematics
 - H. Personal computer equipment, to include a working knowledge of applications software, hardware specifications, and training requirements
 - I. Safety rules and regulations for this position
 - J. Spanish-speaking preferred
2. Ability to:
 - A. Be a productive and active team member

- B. Make accurate and timely decisions
 - C. Learn and implement Board Policies, Administrative Regulations, and district procedures in assessment and categorical programs
 - D. Work successfully with diverse groups of people
 - E. Work both collaboratively and independently
 - F. Communicate effectively in both oral and written form
 - G. Handle all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public relations
 - H. Establish and maintain effective working relationships with those contacted in the performance of required duties
 - I. Establish and maintain effective and continual internal communications with staff members, district and community leaders, and others contacted in the performance of required duties
3. Training and Experience:
- A. Possession and maintenance of a valid and appropriate California Administrative Services Credential
 - B. Possession and maintenance of a valid California Teaching Credential, including BC/AD
 - C. Master's Degree in educational administration or an area related to curriculum, instruction, or assessment
 - D. Minimum of three years of successful teaching experience
 - E. Minimum of three years of successful leadership experience at a site, district, county, or state level
 - F. Completion of the ACSA Curriculum Academy or equivalent desired
 - G. Completion of SDAIE training

4. Essential Function:
 - A. Directs all district English Learner programs and assessments
 - B. Coordinates, analyzes, interprets and communicates the results of state and district English Learner assessments
 - C. Coordinates ELAC & DELAC committees
 - D. Assists school administrators and teachers with the implementation of academic support programs
 - E. Assists school administrators and teachers with the identification of underrepresented and low performing students
 - F. Works with site principals to create the academic intervention programs
 - G. Serves as Summer School Director
 - H. Directs and supervises Title I & Title III Programs
 - I. Develops, maintains, and monitors all assigned budgets
 - J. Other administrative duties as assigned