

DIRECTOR OF PROFESSIONAL LEARNING AND SCHOOL SUPPORTS

DEFINITION:

The Director will support the Assistant Superintendent of Instructional Services to work with schools to provide instructional leadership related to professional development and school improvement supports. The Director will serve as an integral team member responsible for the development and implementation of improvement initiatives across all schools. The Director of Professional Learning and School Supports will report to and assist the Assistant Superintendent of Instructional Services to meet the needs of students, school leaders, and teachers to ensure that student learning and achievement are maximized and capacity is built in principal and teacher instructional leadership.

QUALIFICATIONS:

Knowledge and Abilities:

- Knowledge of and ability to effectively communicate concepts related to state and local assessments
- Ability and proven experience in increasing and accelerating student achievement and closing the achievement gap among identified students, including Special Education, English Language Learners, and other subgroups of students
- Ability to develop and conduct professional learning sessions
- Knowledge of instructional methodologies, strategies and state standards
- Proven track record of consistently exceeding goals in educational settings
- Strategic thinker with excellent oral and written communication skills
- Knowledge effective professional learning programs and strategies

Experience:

- A minimum of 5 years' experience in instructional leadership and/or site administration
- Must have served as an effective school principal
- Experience in the teacher evaluation/observation process
- Excellent organizational skills and the ability to motivate people
- Confidence and interpersonal skills to relate well with students, staff, administration, parents, and the community

Education

- Master's Degree from an accredited college or university
- Appropriate California Administrative Services Credential
- Possession of a valid California driver's license

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Under the direction and general supervision of the Assistant Superintendent of Instructional Services:

- Assists with development, implementation and evaluation of comprehensive support and targeted improvement for schools and district
- Develops and implements professional learning activities for district-wide initiatives
- Provides support to schools in the use of Professional Learning Communities
- Assists schools in the development and articulation of clear goals and measures student achievement against the goals
- Assists in providing leadership for the development and implementation of instructional programs and intervention plans to close the achievement gap
- Collaborates with principals and teachers to integrate research-based teaching strategies and methodologies into the classroom

- Works with the Coordinator of Testing to analyze educational studies, student data, and assessment results for the purpose of providing information and producing reports for site and district administrators on student progress
- Directly supports the Assistant Superintendent of Instructional Services in the development, implementation, and evaluation of an embedded instructional coaching program for principals
- Assesses district schools identified for targeted improvement and/or scoring below state target levels for the purpose of coordinating appropriate district and state support for the identified school
- Interprets local and state test results in order to provide strategies for school improvement and student achievement
- Supervises of programs as assigned

Additional Responsibilities

- Performs personnel functions (e.g. interviewing, evaluating, and supervising) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget
- Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions
- Facilitates and leads various district teams, meetings, and processes for the purpose of implementing and maintaining programs and services that achieve district's desired objectives

PHYSICAL REQUIREMENTS:

Physical Abilities include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

Significant physical abilities include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

WORK ENVIRONMENT:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions
- The noise level in the work environment is usually moderate
- Employees in this position will be required to work indoors in a standard office environment and come in direct contact with district staff and the public