

## **DIRECTOR, LEARNING SUPPORT**

### **PRIMARY FUNCTION:**

Under the immediate supervision of the Assistant Superintendent of Learning Support, shall be responsible for assigned aspects of curriculum and instruction and for procedures and operations subordinate to that position.

### Professional Responsibilities

1. Compile and analyze data, perform basic accounting and audit services as required for documentation and program planning.
2. Comply with all state and federal guidelines regarding implementation of Individualized Education Plans (IEPS) and 504 plans.
3. Implement District and other mandated policies, procedures and/or processes for the purpose of providing direction and/or complying with mandated requirements.
4. Maintain awareness and understanding of current educational trends and developments through professional literature, by attending conferences, site and District meetings.
5. Maintain personal standards of grooming and professionalism.
6. Maintain standard of promptness in carrying out assignments.
7. Meet professional standards required of all administrators as described in the California Professional Standards for Educational Leaders.
8. Participate in Instructional Leaders' Professional Learning Community work.

### **ESSENTIAL FUNCTIONS:**

1. Collect and analyze data to facilitate the development of Strategic, Measurable, Attainable, Results-oriented, Time-bound (SMART) goals and evaluate pupil progress and program effectiveness.
2. Coordinate activities and prepare documentation to ensure compliance with all legal mandates.
3. Coordinate educational programs utilizing categorical funds (e.g., School Improvement, Title I, EIA) at site and department levels.
4. Establish committees and facilitate meetings deemed necessary for appropriate administration of programs and improvement of school and district programs.
5. Identify, analyze, and apply research findings to promote school improvement.
6. Organize summer school and intersession programs.
7. Plan and direct staff development activities for certificated and classified personnel.
8. Plan and facilitate parent meetings for various subgroups (e.g., GATE, ELL).
9. Provide assistance and direction to principals regarding research-based programs to increase student learning.

10. Serve as liaison with county, state and national organizations and agencies when pertinent to areas of responsibility.

11. Supervise preparation of budgets and related expenditures of all assigned programs.

Other Duties and Responsibilities:

1. Function as a member of the District Management Team, performing any and all other duties as assigned by the Superintendent and Assistant Superintendent of Learning Support.
2. Promote good health and wellness practices.

**QUALIFICATION STANDARDS:**

Ability – Above average recommendations from administrative supervisors or other professionals who have observed the candidate’s personal characteristics, scholastic attainment, ability to communicate effectively and performance.

**EXPERIENCE:**

Minimum five years teaching experience in a public school setting. Principal experience preferred.

**EDUCATION/CREDENTIALS:**

Bachelor’s degree, including all courses to meet credential requirements. Teaching credential as established by the state and local governing boards. Appropriate Master’s degree, and a Tier 1 Administrative Services credential.

**KNOWLEDGE AND ABILITIES:**

Knowledge of:

- Oral and written English communication skills.
- Interpersonal skills using tact, patience and courtesy.

Ability to:

- Establish and maintain cooperative and effective working relationships with others.
- Work with a significant diversity of individuals and/or groups.
- Maintain confidentiality and use discretion.

**WORKING CONDITIONS:**

Environment:

- Indoor and outdoor work environment.

Physical Abilities:

- Hearing and speaking to exchange information and make presentations.
- Lifting books, materials, equipment to execute lessons and presentations.

Seeing to read, prepare and review a variety of activities and to monitor student activities.

Sitting or standing for extended periods of time.

Walking extended lengths to move around campus and community.

**Hazards:**

Potential exposure to communicable diseases and contact with blood and other body fluids.