

DESERT SANDS UNIFIED SCHOOL DISTRICT

Job Description

Title: Director Supplemental Services K-12	Reports To: Assistant Superintendent, Educational Services
Department: Educational Services Division	Classification: Management / Supervisory
Work Year: 12 Months	Salary: Management Salary

Basic Functions:

Under direction of the Assistant Superintendent, Educational Services, plans, organizes, coordinates and implements core curriculum, instruction and assessment and intervention programs and has oversight for the Professional Development.

Directly Accountable for:

- K-5 Site Support
- K-5 Curriculum Council
- K-5 Summer School Curriculum
- After School Programs, i.e., 21st Century, After School Educational & Safety (ASES)
- Student Events
- GATE, K-12
- Early Childhood Education Programs
- Grants and Mandated Professional Development, i.e., AB430, AB466, AB2117
- Program Improvement-Teaching and Learning Cabinet
- Parent Support
- Reading First

Representative Duties/Essential Job Function:

1. Assists with the implementation of the Strategic Plan strategies pertinent to the Educational Master Plan.
2. Assists with the development of the district-wide system for the training and monitoring of the use of effective instructional strategies.
3. Oversees state and district assessments, assists with the development of assessment plan and the district's internal data analysis assessment system and maintenance..
4. Analyzing assessment data to support school sites to inform instruction.
5. Oversees, After School Education & Safety Programs, GATE, Special Events, ECE.
6. Oversees student assessment data system development/maintenance.
7. Planning, implementing, and evaluation K-5 Summer School curriculum and other intervention programs.

Job Description: Director, Supplemental Services K-12

8. Establishing and maintaining contact with community agencies and organizations which provide educational resources and/or assistance to the District's educational programs and services.
9. Providing training, support, and coaching for district focused professional development for components of the Educational Master Plan.
10. Oversee implementation of grants in Educational Services Division.
11. Planning, organizing, and implementing, with and through staff, district curriculum and instructional programs which are articulated and result in alignment between what is being taught and what is being tested; facilitate the curriculum council and related committees.
12. Planning, organizing, and implementing with and through staff, a program to ensure attainment of District performance standards by all students.
13. Adhering to the policies of the Board of Education, the law and regulations of the California Administrative Code and other applicable laws and regulations, and also responsiveness and involvement with community-district issues, board policies and objectives.

Knowledge and Skills Required:

1. Knowledge of curriculum of elementary and secondary schools
2. Knowledge of basic elements and techniques of effective instruction and assessment
3. Knowledge of basic elements and techniques of effective instruction and assessment
4. Knowledge of district policies and procedures pertaining to all schools
5. Ability to supervise and evaluate support personnel
6. Ability to speak and write effectively

Education and Experience:

- Master's Degree
- Successful school site administrative and teacher experience required.

Licenses, Certifications and Testing Required:

- Valid California Teaching Credential
- Valid California Administrative Services Credential
- Fingerprint/criminal justice clearance.
- Tuberculosis clearance.
- Must possess or have the ability to obtain a valid California Drivers license.

Physical Requirements and Working Conditions

- The Office of Certificated Personnel Services embraces the American with Disabilities Act (ADA). The requirements of the position are maintained in the Personnel Department; and, individual shall be able to perform the essential functions of the position.

While performing the duties of this job, the employee is regularly required to sit, walk, stand and talk or hear. Specific vision abilities required by this job include close vision, distance vision. Frequently driving or the ability is performed while meeting the demands of this job. Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints, interacting with the public and other workers. Occasionally the position requires the employee to work irregular or extended hours, direct responsibility for the safety, well-being or work output of other people and meet multiple demands from several people.

Revised: October, 2008