

NATIONAL SCHOOL DISTRICT
JOB DESCRIPTION

Page 1 of 2

JOB TITLE: **DIRECTOR OF EDUCATIONAL SERVICES**

Job Purpose Statement:

Under the direction of the Assistant Superintendent of Educational Services, the Director of Educational Services assists in the development, implementation and ongoing technical assistance of English learner services and programs, monitors fiscal accountability for state and federal programs, district professional development and student assessment, coordinates district programs for GATE, Safe and Drug Free Schools and other auxiliary programs.

Essential Job Functions:

- **Oversees** district programs for English learners
- **Serves** as a liaison with local, state and federal agencies regarding programs for English learners and other categorical programs.
- **Assists** principals and school staff in providing instructional leadership, administrative assistance, professional development activities and support services to establish effective programs for English learners.
- **Serves** as a liaison to the District Advisory Committee (DAC) and the District English Language Advisory Council (DELAC) to help organize and coordinate their activities toward furthering district goals.
- **Serves** as a liaison to the District GATE Advisory Committee to help organize and coordinate their activities toward furthering district goals.
- **Assists** in the collection and evaluation of data to determine programmatic effectiveness, recommends needed program modifications and completes appropriate State Reports.
- **Facilitates** the acquisition of materials to support the programs for English learners.
- **Works** with principals and staff to develop a site plan and timeline for implementation of well-articulated program for English learners.
- **Provides** staff development on effective strategies for working with English learners.
- **Provides** support and training for new teachers.
- **Coordinates** CELDT training and administration at district level.
- **Oversees** Language Assessment Center.
- **Directs** and **coordinates** local, state and federal testing programs; prepares reports and provides inservice education in relation to the interpretation of test results and their curriculum implications.
- **Reviews** all categorical program purchases for accuracy, appropriateness and compliance
- **Supervises** and **directs** the Coordinated Program Monitoring (CPM) process
- **Prepares** and **submits** proposals to appropriate agencies

Other Job Functions:

- Perform related duties as assigned.

Job Requirement - Oualifications

- Experience Required: At least 3 years successful experience as a school site or district office administrator.

Knowledge and/or Abilities Required:

Knowledge of second language acquisition theory and bilingual education. Strong oral and written interpersonal skills using tact, patience and courtesy; principles and practices of supervision, training and providing work direction.

Abilities to establish and maintain cooperative and effective working relationships with adults; maintain records and prepare reports; analyze situations accurately and adopt an effective course of action; work independently with little direction; plan and organize work; perform a variety of specialized and responsible tasks; ability to work flexible hours. Significant physical abilities include reaching/handling/fingering, talking/hearing conversations and other sounds, visual acuity/depth perception/visual accommodation, standing/walking for prolonged periods.

Categorical Program/Assessment

Knowledge, skills and abilities in the area of categorical programs, budgeting, State mandated testing, interpreting scoring reports, development/usage of alternative assessments, etc.

Education Required:

Master's degree required.

Licenses, Certifications, Bonding and/or Testing Required

Appropriate Administrative Services Credential. Valid California Teaching Credential, valid driver's license and proof of insurance. Criminal Justice Fingerprint Clearance.