

TITLE: DIRECTOR I - SCHOOL INSTRUCTION/SUMMER SCHOOL

QUALIFICATIONS:

1. California administrative credential
2. Minimum three years of successful principalship
3. Demonstrated curriculum supervision skills
4. Thorough understanding of basic management principles and techniques
5. Ability to work harmoniously with school principals and district management staff
6. Master's degree desired

FUNCTION: To supervise assigned schools with particular emphasis on improving school management and supervision of instruction

REPORTS TO: Superintendent or designee

SUPERVISES: Principals of schools assigned and department staff

PERFORMANCE RESPONSIBILITIES:

1. Responds to assigned principals' concerns and provides assistance in problem solving
2. Assists assigned schools in improving student learning processes
3. Assists assigned principals to improve school management techniques and procedures
4. Evaluates assigned principals in accordance with district's "Management Performance Appraisal" and Policies and Procedures
5. Keeps Superintendent informed of achievement of district objectives by assigned schools
6. Serves as Director of Summer School
7. Makes and requires reports for Superintendent
8. Performs duties and responsibilities as assigned by Superintendent

TERMS OF EMPLOYMENT: Salary and work year to be according to current schedule; management salary schedule, code 5

EVALUATION: Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable