

**TITLE:** **DIRECTOR I – LEARNING SUPPORT UNIT**

**QUALIFICATIONS:**

1. California administrative services credential
2. Successful experience as teacher and in responsible administrative position
3. Knowledge and/or experience in academic program design and delivery systems including instructional techniques and curriculum
4. Knowledge of related laws, regulations, processes and procedures
5. Knowledge of principles and practices of management and organization
6. Ability to communicate effectively, orally and in written form, with staff, parents, students and community
7. Ability to evaluate complex issues, recommend appropriate solutions and alternatives, and make timely, effective decisions

**JOB GOAL:** To plan, organize, control and direct delivery of academic improvement programs and instructional effectiveness at designated schools

**REPORTS TO:** Superintendent or designee

**SUPERVISES:** Staff as assigned

**PERFORMANCE RESPONSIBILITIES:**

1. Oversees program implementation, curriculum pacing, local assessments, evaluation of school progress and implementation of staff development
2. Mentors, coaches, directs, assists, supervises and evaluates assigned principals and administrative staff in development, implementation and evaluation of specific plans to meet identified school targets
3. Communicates and collaborates with school administrators, other staff and external providers to coordinate activities and programs; holds assigned staff accountable for working collaboratively and professionally with divisions, departments, school sites and others
4. Regularly visits schools and conducts classroom walk-throughs to observe programs in operation; assists principals and other administrators to serve effectively as instructional leaders
5. Organizes and conducts school cluster meetings to achieve collaboration among administrators to identify and implement best practices and strategies to accelerate academic progress
6. Empowers school sites to make decisions that directly serve students' academic and instructional needs; is accountable and holds administrators, teachers and students accountable for increasing student achievement
7. Directs preparation and maintenance of variety of narrative and statistical reports of academic progress for assigned schools
8. Resolves and addresses problems related to school improvement in assigned schools
9. Assists with design, development, implementation and monitoring of District Program Improvement plans for educational change
10. Performs other related duties as assigned

**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