

Bakersfield City School District
Education Center - 1300 Baker Street
Bakersfield, California 93305
Personnel Services

TITLE: EXECUTIVE DIRECTOR – INSTRUCTIONAL SERVICES

QUALIFICATIONS:

1. California administrative services credential
2. Master's degree
3. Minimum three years of successful principal experience with some experience at junior high/middle school level preferred
4. Evidence of successful public school teaching experience
5. Successful experience in improving achievement of ELL and special education students desirable
6. Demonstrated curriculum supervision skills
7. Thorough understanding of basic management principles and techniques
8. Ability to work harmoniously with school principals and district management staff

FUNCTION: To assist Assistant Superintendent – Instruction in performing wide variety of duties targeting improved student achievement, including supervising assigned schools with particular emphasis on improving staff development, school management and supervision of instruction

REPORTS TO: Assistant Superintendent - Instruction

SUPERVISES: Staff as assigned

PERFORMANCE RESPONSIBILITIES:

1. Assists assigned Program Improvement and Corrective Actions schools in improving student learning processes
2. Assists assigned principals to improve school curriculum management and implementation
3. Assists assigned principals in planning and improving staff development
4. Evaluates assigned principals in accordance with district's "Management Performance Appraisal" and Policies and Procedures
5. Keeps Assistant Superintendent-Instruction informed of achievement of district objectives by assigned schools
6. Leads school uniform process
7. Provides required reports for Assistant Superintendent-Instruction
8. Manages multiple instructional vendor contracts
9. Performs other related duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be according to current schedule; management salary schedule, code 12

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