

CALAVERAS UNIFIED SCHOOL DISTRICT
3304-B Highway 12 – PO Box 788 San Andreas, CA 95249
(209)754-2300

JOB TITLE: Director of Educational Services
WORK YEAR: 217-day

JOB DESCRIPTION: Under the general supervision of the Superintendent, the Director of Educational Services is responsible for organizing, supervising, developing and directing curriculum and programs; overseeing the departmental implementing and monitoring of the District's equity initiatives; and perform related duties as assigned in order to foster equitable learning outcomes for students from all backgrounds. Additionally, the Director of Educational Services is directly responsible for the administration of special education, 504, nursing, and counseling services in the district. This position is responsible for consultation and coordination with the county office of education, other SELPAs, parents, teachers, and with other administrators. The Director provides leadership in the planning, developing, implementing, supervising, and evaluating, the policies and services associated with special education programs and 504 plans. Incumbent is responsible for maintaining communication with legal counsel to ensure adherence to appropriate state and federal laws, regulations, policies and codes as they relate to special education and 504 services.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with the classification but is intended to accurately reflect the principle job elements.)

- Provide leadership to develop and implement programs and strategies to address achievement disparities within the school district. (E)
- Provide leadership in the study, development, implementation and evaluation of school instruction. (E)
- Provide leadership and direction in implementing and evaluating school and program curriculum. (E)
- Ensure effective articulation between, preschool, elementary, secondary and focus programs. (E)
- Assist in the development of categorical budgets and ensure that budgeted funds are used within the appropriate District, state, and federal guidelines. (E)
- Coordinate and supervise training, planning and implementation of assessments. Analyze and present disaggregated data based on the results of assessments. (E)
- Provide leadership and direction in planning and implementing professional development aligned with the district's LCAP. (E)
- Ensure guidance and direction by principals with their instructional staff including teacher progress and curriculum development. (E)
- Plan and coordinate utilization and assignment of consultant or special services. (E)

- Act as a liaison with parent and community organizations by maintaining internal and external communication systems relative to the instructional programs. **(E)**
- Assist in the preparation of handbooks, publications and communications for parents and the general public on policies, procedures, and educational programs of the District. **(E)**
- Coordinate and oversee school and District grant applications in their development, implementation, and evaluation. **(E)**
- Arrange for the demonstration and adoption of new instructional materials and techniques.
- Prepare oral and written reports relative to instructional programs.
- In collaboration with the designated district staff, coordinates the District's testing and assessment programs and provides analysis and interpretation of assessment results, to assist staff in applying program enhancements and instructional strategies for continuous improvement and achievement of the District's goals using all available data, assessment and accountability programs.
- Organizes student performance data and coordinates with principals and the designated district staff to assist schools and departments in curricular planning and benchmark assessments to aid in long-term professional development planning.
- Communicates technical information to non-technical audiences, meets deadlines and schedules, sets priorities, and develops effective working relationships with staff and school administrators.
- Works with Principals and designated district staff to create, implement, and refine standards-based report cards.
- Provides leadership and support to district committees as assigned.

MINIMUM QUALIFICATIONS:

1. Knowledge of:

- Laws, rules, regulations and judicial decisions affecting the provision of services in all educational support program areas;
- Principles of governmental budgeting and expenditure control;
- Public information principles and techniques;
- Principles and practices of supervision, training, and education administration;
- Employer/employee relations and collective bargaining agreements;
- Oral and written communication skills;
- Principles of equity and inclusion;
- Knowledge of curriculum, instruction, assessment, and professional learning best practices, as well as adopted state standards;
- Applicable laws, codes, regulations, policies and procedures in alignment with the Local Control Accountability Plan;
- District organization, operations, policies and objectives.
- Federal and state laws regarding student information privacy and best practices to

- safeguard confidential student information.
- Federal and State regulations of special education and 504 programs. General curriculum standards and strategies for adapting and modifying curriculum, intervention models, and learning theories
- Appropriate accommodations for standardized testing for students with disabilities and alternative assessments
- Policies and objectives of SELPA programs and activities
- Staffing organization, selection and supervision of special education personnel
- SELPA operations and costs of special education

2. Ability to:

- Build a culture of equity and inclusion for all students, families, employees, and community.
- Plan, organize, develop, and coordinate the activities of a broad range of educational support programs.
- Make effective public presentations of program information;
- Facilitate, collaborate with a team of highly qualified educators;
- Ability to evaluate, interpret, analyze, and use data.
- Prepare and analyze comprehensive narrative and statistical reports with the use of various software programs.
- Collaborate and work with staff in general education, school support, and professional development to provide quality programs and services. Represent the district in 504 hearings, special education mediations, and special education due process hearings
- Monitor non-compliance and support the implementation of corrective action strategies
- Implement the use of computer software programs, hardware and other technology pertinent to the area of specialization
- Demonstrate appropriate interpersonal relations skills using tact, patience, and courtesy
- Communicate effectively both orally and in writing with persons of various levels of understanding
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of
- district/department goals
- Design and implement sound special education program operating systems and procedures; Prepare clear and concise reports, manuals, and written instructions
- Understand, interpret and apply laws, rules, and regulations as they apply to special

- education in the district
- Supervise and evaluate the performance of assigned staff;
 - Meet schedules and timelines;
 - Communicate effectively both orally and in writing.

EMPLOYMENT STANDARDS

- Master of Arts or advanced degree from an accredited college or university.
- A minimum of five (5) years of teaching or related experience.
- Minimum three (3) years of experience as a school principal.
- At least five (5) years of experience in an administrative capacity having demonstrated success in performing increasingly responsible management functions in educational administration.

LICENSE AND/OR CERTIFICATES

- Valid California administrative services credential
- Possession of a valid California driver license and insurance
- Private transportation
- CPR and First Aid Certifications

PHYSICAL

- **Standing/Walking:** Frequently; throughout office and school areas.
- **Sitting:** Frequently; at desk or computer while completing paperwork, keyboarding, answering phones, etc.
- **Lift/Carry:** Frequently, 1-5 lbs.; paperwork, files, supplies, materials. Occasionally, lifts up to 20 lbs. records, supplies.
- **Push/Pull:** Occasionally, 5-10 lbs. force; opening drawers and doors.
- **Climbing:** None.
- **Bending/Twisting:** Frequently; at waist/knees/neck while working at desk or moving from seated to standing position.
- **Kneeling/Crouching:** Rarely; while handling materials on lower file drawers/shelves.
- **Hands/Arms:** Constant use of both hands/arms in reaching/handling/grasping/fingering/keyboarding while performing administrative tasks throughout the work shift.
- **Sight:** Constantly in reading, sorting, identifying text materials, etc.; visual requirements include visual acuity in near- and mid-range vision.
- **Speech/Hearing:** Frequently; in answering questions and determining needs of staff and students both in person and over phone.

MENTAL

- Ability to communicate effectively orally and in writing, and work easily with staff

- and students when under stress of multiple tasks or frequent interruption.
- Frequent mental alertness, attention to detail, and accuracy required in maintaining confidential records.
 - Must be able to work independently and follow through on all tasks.
 - Must be able to plan and prioritize work to handle multiple tasks and requests.
 - Must be able to use logic and organizational skills to prepare, assign, and maintain department records in an accurate and orderly manner.
 - Ability to work with students to minimize disruptive behaviors.
 - Must be able to read/write/speak English and possess basic mathematical skills.

WORK CONDITIONS

- Location: Work is performed in school office setting.
- Hazards: No specific hazards noted.
- Equipment Used: Computers, printer, copier, fax, and telephone

SALARY PLACEMENT

Management and Supervisor Salary Schedule Range: 1(a)

FLSA exempt

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of duties performed for this position. Additional duties may be performed by individuals holding this position and additional duties may be assigned.

Board Approved: 12/14/2022