



# HUNTINGTON BEACH CITY SCHOOL DISTRICT

## Director, Educational Services

Established date: 6/22/2021

### **GENERAL PURPOSE**

Under the direction of the Assistant Superintendent, Educational Services, this Cabinet level position is responsible for the development, implementation, assessment and evaluation of the District's Transitional Kindergarten (TK) through eighth grade instructional programs. The Director, Educational Services directs, organizes, plans, oversees and supervises the implementation of California State Standards; coordinates and oversees the district's comprehensive assessment plan; provides leadership and assistance in the area of TK through eighth grade curriculum development, assessment, evaluation, categorical programs, community relations and the goals of the Educational Services department.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Supports the Assistant Superintendent, Educational Services to implement the District's vision, mission and goals.
2. Guides and supports student learning and achievement in TK through eighth grade.
3. Guides and supports the development of curriculum and instruction at TK through eighth grade.
4. Provides leadership to site administrators to ensure the understanding and promotion of the educational objectives of the District.
5. Provides leadership to site administrators to support collaborative planning, innovative thinking and exemplary programs and services throughout the District.
6. Articulates with the Executive Director, Student Services, Director, Early Childhood Education, Executive Director, Informational Technology in creating and implementing educational materials and support for all students.
7. Assists in identifying instructional priorities for program development and improvement and develops strategies and training to support priorities.
8. Participates and provides leadership in research, textbook selection, intervention materials, district assessments and establishing grading standards.
9. Directs and implements comprehensive assessment program, including CAASPP/SBAC, ELPAC, Physical Fitness Testing, and District identified local assessments.
10. Assists site administrators and teachers in analyzing achievement data to identify areas of need and design and implement effective interventions.
11. Provides leadership for compliance with state, federal mandates relative to elementary and middle school curriculum, instruction and assessment, including the development of the Local Control Accountability Plan (LCAP).
12. Provides leadership to site administrators in the development of school site plans, school accountability report cards and various grant writing tasks.
13. Directs and coordinates all District efforts related to GATE, Title I, English Learners, Foster Youth and Homeless Education services.
14. Directs the communication and interpretation of current research and educational technology in curriculum as it applies to the school program.
15. Provides leadership in the resolution of parent complaints, staff complaints and operational problems.
16. Facilitates parent involvement through district advisory committees.
17. Directs and provides support for District-wide English Language Development programs for English learners.
18. Prepares various reports mandated by the District, County, State and Federal Government.
19. Acts as a liaison with county, state and federal agencies regarding developing, funding, monitoring and evaluating programs.

20. Assists in facilitating, supervising, and evaluating district curriculum coaches/facilitators for prioritized subject areas.
21. Performs other related duties as may be assigned by the Assistant Superintendent, Educational Services.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge Of:**

1. Experience with federal programs preferred.
2. Human relationships and team building methods and techniques.
3. Public speaking.
4. Instructional methodologies, strategies, and curriculum standards.
5. Curriculum design.
6. Recent research findings related to student learning programs and services.
7. Organizational, planning, and program management strategies, techniques and procedures.
8. Assessment and evaluation strategies.
9. Effective staff development programs and strategies.
10. Grant writing processes.
11. Budget preparation and control.
12. Board and District policies, procedures, and regulations.
13. Community resources.
14. Oral and written communication skills.
15. Basic computer operation and software programs.
16. Pertinent federal and state laws; California Education Code, and Administrative Code.

#### **Ability To:**

1. Establish and maintain effective communication and strong cooperative working relations with community, government, higher education, parent and school representatives.
2. Plan, implement, direct and evaluate instructional programs in accordance with applicable rules and regulations.
3. Coordinate a variety of programs and schedules.
4. Train, supervise and evaluate staff.
5. Implement collaborative team building processes.
6. Plan and organize work.
7. Analyze situations and plan and adopt effective courses of action.
8. Read, interpret, apply and explain rules, regulations, policies, and procedures.
9. Maintain accurate records.
10. Prepare clear, concise, and complete reports.
11. Prepare and deliver oral presentations.
12. Manage and coordinate the work of classified and certificated staff.
13. Oversee the efficient internal operations of school administration including financial management, scheduling, curriculum development and facilities management.
14. Respond to difficult questions, inquires, and complaints.
15. Interpret and explain school policies and procedures.

#### **Education, Training and Experience:**

Master's degree in education or related field, three years successful teaching experience in a public school, and successful experience as a public school principal.

**Other Requirements:**

- Valid California Administrative Credential.
- Possession of a valid California driver's license.
- Completion of fingerprinting is required prior to the first day of work.

**Condition of Employment:**

Insurability by the District's liability insurance carrier.

**PHYSICAL AND MENTAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee may frequently be required to stand and walk, bend and stoop, and to grasp, lift and move records and documents typically weighing less than 20 pounds. Specific vision abilities required by this job include close vision to read and enter data into a computer.

**Mental Demands**

While performing the duties of this position, the employee may be regularly required to use written and oral communication skills, read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; use math and mathematical reasoning; perform highly detailed work; work on multiple and concurrent tasks; work with frequent interruptions; work under intensive deadlines; and interact with District and program personnel, school administrators, managers, staff, vendors, the public and others encountered in the course of work.

**WORK ENVIRONMENT**

The employee will work under typical office conditions and the noise level is usually quiet or moderately quiet. The employee frequently drives to District sites, OCDE, training facilities, community meetings and other locations as needed.