

FALLBROOK UNION ELEMENTARY SCHOOL DISTRICT

JOB DESCRIPTION

ADMINISTRATION

SENIOR DIRECTOR OF EDUCATIONAL SERVICES

Definition

The Senior Director of Educational Services collaborates closely with the Assistant Superintendent of Educational Services to deliver comprehensive instructional leadership and support to schools. This includes providing guidance and assistance in instruction, positive/engaging school environments, data analysis, long-range planning, and district-wide improvement strategies. As a critical team member, the Senior Director plays a pivotal role in the design and execution of curricular programs, enhancement strategies, and student support across all schools within the district. The Senior Director oversees, collaborates, and coordinates programs and services across multiple departments within the district to address objectives and metrics aligned to the LCAP goals. Reporting to and working alongside the Assistant Superintendent, the Senior Director contributes to efforts aimed at meeting the diverse needs of students, school leaders, educators, and school support staff. This entails ensuring that student achievement, engagement, and school connectedness are optimized while fostering instructional leadership development among principals and teachers. The Senior Director is responsible for researching and identifying potential grant opportunities that align with the goals and priorities of our organization. This involves staying updated on funding announcements, grant cycles, and funding sources from government agencies, foundations, corporations, and other entities. This also includes collaborating with program staff, administrators, and other stakeholders to develop project concepts, objectives, budgets, timelines, and evaluation plans. As a key leader of the leadership team, the Senior Director is instrumental in the creation and implementation of innovative curricular and student support programs and improvement initiatives across all schools within the district. Working in tandem with the Assistant Superintendent, they prioritize the needs of students, school leaders, and staff to ensure optimal learning experiences for academic achievement.

Responsible To

Assistant Superintendent Educational Services

Major Duties and Responsibilities

1. Represent the Educational Services department in interactions with parents, community groups, and other educational partners, building strong partnerships to support educational initiatives.
2. Lead the planning, implementation, and evaluation of educational initiatives and innovations aimed at improving student achievement, closing achievement gaps, and promoting equity and access to education.
3. Stay abreast of emerging trends, best practices, and research in education to inform decision-making and drive continuous improvement efforts as well as safe, engaging school environments.
4. Collaborate closely with the Assistant Superintendent to develop and implement strategic plans and initiatives aligned with the district's educational goals.
5. Provide inspirational leadership to the Educational Services department and school sites, fostering a culture of excellence, collaboration, and innovation.

FALLBROOK UNION ELEMENTARY SCHOOL DISTRICT

JOB DESCRIPTION

ADMINISTRATION

SENIOR DIRECTOR OF EDUCATIONAL SERVICES

6. Assists Assistant Superintendent, Directors, Principals, and Assistant Principals with their instructional leadership responsibilities.
7. Responsible for providing leadership and guidance to individual schools regarding the instruction plan and the implementation of district objectives and programs.
8. Maintains regular communication with directors across departments in the district and/or to support district initiatives and progress towards meeting expectations and annual goals.
9. Assists schools in the development and articulation of clear goals aligned to district objectives and ensures support is in place to meet high expectations while supporting student wellbeing.
10. Assists in providing leadership for the development and implementation of programs and intervention plans including the Multi-Tiered System of Support.
11. Oversees school instructional development and implementation of programs to ensure compliance with state, local, and federal policies and procedures regarding English learners, Special Education, Homeless, Foster Youth, and Socio-Economically Disadvantaged students; that is, unduplicated pupils and all student groups.
12. Collaborates with principals and teachers to integrate research-based teaching/learning and belonging methodologies into the classroom.
13. Analyzes educational studies, student data, and assessment/survey results for the purpose of providing information and producing reports for site and district administrators on student progress, safety, and sense of belonging.

Professional Development:

1. Directly supports the Assistant Superintendent of Educational Services in the development, implementation, and evaluation of an embedded instructional coaching program for principals and teachers.
2. Supports the Directors in Educational Services in participating in district professional learning and in participating in county and local professional development learning opportunities to improve outcomes in their departments.
3. Responsible for selection, supervision and training of Teachers on Special Assignment (TOSAs).
4. Directly supports the Assistant Superintendent of Educational Services in the planning, coordination, delivery, and monitoring of professional development with the purpose of enhancing student achievement.
5. Observes classroom instruction and campus-wide environments to provide feedback to help strengthen the effectiveness of standards-based instruction, intervention, and student engagement.

FALLBROOK UNION ELEMENTARY SCHOOL DISTRICT

JOB DESCRIPTION

ADMINISTRATION

SENIOR DIRECTOR OF EDUCATIONAL SERVICES

Leadership:

- Foster a culture of continuous improvement by promoting evidence-based instructional and social emotional strategies, differentiated instruction, data-driven decision-making, and multi-tiered system of support.
- Implement research-based practices and initiatives to address the diverse needs of students, including English language learners, students with disabilities, and academically at-risk students.
- Provide instructional leadership and support to school principals, teachers, and instructional staff to improve teaching practices and student outcomes.

Program/Compliance Monitoring:

1. Assists the Assistant Superintendent in the development and coordination of the district's Local Control and Accountability Plan (e.g. provide baseline data, set metrics, review process, monitor implementation, results) for the purpose of ensuring the plan is aligned with state and federal standards and meets the district's needs.
2. Provides oversight of a wide variety of instructional program components (e.g. program design for regular education, Federal programs - Title I, II, III,) for the purpose of ensuring programs are administered within the policies and procedures of the District and that services conform to established guidelines and regulations.
3. Assesses district schools identified for improvement and/or not making appropriate progress for the purpose of coordinating appropriate district and state support for the identified school.
4. Responsible for assessing and interpreting local and state data, attendance, and assessment results in an effort to advise schools about strategies for improvement.
5. Develops long and short-range plans/programs (LCAP), strategies, and annual budget for the purpose of ensuring that the district's resources are effectively utilized in order to implement education policy directives.
6. Monitors fund balances of assigned programs and related financial activity for the purpose of ensuring that allocations are accurate, related revenues are generated, expenses are within budget limits and/or fiscal practices are followed.

Additional Responsibilities:

1. Performs personnel functions (e.g. interviewing, evaluating, supervising, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget.
2. Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.
3. Facilitates and leads various district teams, meetings, and processes for the purpose of

FALLBROOK UNION ELEMENTARY SCHOOL DISTRICT

JOB DESCRIPTION

ADMINISTRATION

SENIOR DIRECTOR OF EDUCATIONAL SERVICES

implementing and maintaining programs and services that achieve the district's desired objectives.

4. Performs other related tasks as assigned by the Assistant Superintendent.

Required Knowledge and Abilities

1. Knowledge of and ability to effectively communicate concepts related to state and local assessments. Must have served as an effective school principal, preferably in a comprehensive public school.
2. Ability and proven experience in increasing and accelerating student achievement and closing the achievement gap among identified students, including Special Education and English Language Learners.
3. Deep knowledge and experience in leading effective professional development programs that have promoted a positive impact on student achievement.
4. Knowledge and deep understanding of the California State Academic Content Standards and State frameworks and the ability to effectively develop curriculum programs using the Standards and Frameworks as cornerstone documents.
5. Knowledge of and experience in regular, special, and English learner education.
6. Knowledge of components of NCLB, effective instruction, strategic planning, and Professional Learning Communities (PLC) framework.
7. Proven track record of consistently exceeding goals in educational settings.
8. Strategic thinker with excellent oral and written communication skills.

Training and Experience:

1. Minimum of five (5) years of increasingly responsible leadership experience in teaching and curriculum development in K-8 public school service.
2. A minimum of 5 years of successful teaching experience, elementary and middle years preferred.
3. A minimum of 5 years experience in instructional leadership and/or site administration.
4. Intervention, English language development, and Special Education experience is preferred.
5. Experience in the teacher evaluation/observation process.
6. Ability to collaborate effectively with various educational partners and foster a team-oriented environment. Excellent organizational skills and the ability to motivate people.
7. A personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents, and the community.

FALLBROOK UNION ELEMENTARY SCHOOL DISTRICT

JOB DESCRIPTION

ADMINISTRATION

SENIOR DIRECTOR OF EDUCATIONAL SERVICES

8. Advanced degree in Education, Educational Administration, or a related field from an accredited college or university.
9. Must possess a valid California Administrative Services Credential.
10. Must possess a valid California driver's license.

Job Description Adopted: March 14, 2024