

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Director, Instructional Support	REPORTS TO:	Associate Superintendent, School Support Service
DEPARTMENT:	School Support Services	CLASSIFICATION:	Management
FLSA:	Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	July 28, 2010	SALARY:	E-27/Management Salary Schedule

(Former Classification: Instructional Support Director-Elementary and Instructional Support Director-Secondary)

BASIC FUNCTIONS:

Accountable for improving student achievement for all students with special attention on improving student achievement of English Learners and Special Education Students; create and coordinate a school improvement plan including the training of principals and teachers on how to create the most effective learning environment for each student based on their unique learning needs; collaborate with Assistant Superintendents to lead, supervise and regularly communicate with the Superintendent progress at individual school sites in support of educating each student at a high level; supervise and evaluate the performance of assigned personnel and provide clear constructive feedback to improve staff effectiveness.

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 this classification, but is intended to accurately reflect the principal job elements.)

Accountable for improving student achievement for all students with special attention on improving student achievement of English Learners and Special Education Students. *E*

Supervise and evaluate the performance of assigned personnel on a regular basis; provide constructive feedback to improve staff effectiveness; interview and select highly qualified employees; recommend performance improvement plan, transfers, reassignment, termination and disciplinary actions; plan, coordinate and arrange for appropriate training of staff. *E*

Facilitate and strategically create and manage the selection process of District curriculum programs and professional development of assigned areas; articulate with other instructional leaders to ensure a comprehensive curriculum program to meet the needs of students. *E*

Use site and network input to refine resources and service packages to meet demands and needs. *E*

Meet with a variety of federal, state, regional, and local officials regarding current laws, regulations, and procedural aspects of the No Child Left Behind Legislation (NCLB) and provide important summary information to district and school-site leaders on a regular basis to ensure comprehension of law or procedural changes impacting students and staff. *E*

Remain abreast of developments and innovations in the field of education by reading current literature, attending professional association meetings, and by discussing developments and issues of mutual interest with others in the field. *E*

Collaborate with the Superintendent, Associate/Assistant Superintendents, instructional leaders, professional development vendors and others to make service offerings consistent with other services and to refine external professional development services. *E*

Coordinate and provide training and lead collaborative sessions for District personnel, coaches and others services from external providers. *E*

Work with curriculum leaders regarding content, new teacher support, professional development, program improvements, accountability, and other areas to ensure that assigned personnel receive sufficient knowledge in all relevant content areas; work with instructional personnel and others to define quality standards in terms of satisfaction, practical results, achievement results, and other identified areas. *E*

Develop and manage budget of assigned areas to ensure the financial stability of the District; assist with the writing of grants and re-application for funding of assigned programs and instructional support programs to continue or expand practices proven to raise student achievement. *E*

Coordinate with Directors and leaders throughout the District to support a continuous improvement model; work with instructional leaders and others to assign coaches to sites to maximize satisfaction and results. *E*

Supervise, monitor, and evaluate initiatives in assigned areas to ensure effective implementation and adjust to maximize student achievement; support and assist in the implementation of intervention programs to assist students to stay in school on target to graduate. *E*

Develop a model for instructional leadership, data-based decision-making, and modify professional development or other programs based on needs assessment. *E*

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: bachelor's degree and five years of administrative experience including professional development; experience in classroom teaching, site administration, evaluation, research, school reform, school leadership, and coaching preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California Driver's License; valid Administrative Services Credential

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Adult learning.
- Effective strategies, theories, techniques, and methods of professional development.
- District curriculum and school instructional programs.
- Principles and techniques of budget preparation and control.
- Learning styles and multiple intelligence research.
- State and Federal laws, regulations and procedures associated with school improvement programs and District operations.
- Accepted personnel management practices.
- Technical aspects of field of specialty.
- Research methods and report writing techniques.
- Accurate record-keeping techniques.
- Labor Relations law and employee contracts.
- Applicable sections of the State Education Code, other laws, rules, and regulations related to assigned activities.
- Interpersonal skills using tact, patience, and courtesy.
- Oral and written communication skills.
- Operation of a computer to enter data, maintain records and generate reports.
- District organization, operations, policies procedures, goals.

ABILITY TO:

- Work collaboratively and build positive relationships with a diverse group of stakeholders.
- Demonstrate leadership to all stakeholders by inspiring and motivating others to reach a common goal.

Coordinate and perform highly complex, advanced-level duties to deliver high quality and high-efficacy services.

Effectively assess, manage, and develop resources.

Adapt service offers to site needs.

Understand and analyze factual and legal issues to assemble confidential and sensitive information.

Research, analyze, compile, verify and interpret data, and prepare reports.

Read, interpret, comprehend, apply and explain rules, regulations, policies and procedures related to assigned area(s).

Handle multiple tasks, work under pressure, and work with priorities/deadlines subject to frequent change.

Exercise analytical and independent judgment to analyze situations accurately and adopt an effective course of action.

Work confidentially with discretion and many interruptions.

Communicate, understand and follow both oral and written directions.

Compose correspondence and written materials independently.

Plan, organize and prioritize work in order to meet schedules and timelines.

Supervise and evaluate the performance of assigned staff.

Dispense corrective feedback in a manner that inspires accountability among colleagues and direct reports.

Demonstrate loyalty and high ethical standards.

Focus and appropriately allocate resources toward identified goals.

Manage change and design an effective system of reporting progress and monitoring results.

Negotiate skillfully in difficult situations and create solutions to promote compromise.

Think outside the box and develop new methods or solutions inspiring others to reach a common goal.

Communicate using patience and courtesy in a manner that reflects positively on the organization.

Actively participate in meeting District goals and outcomes.

Apply integrity and trust in all situations.

WORKING CONDITIONS:

ENVIRONMENT:

Office and school environment; drive a vehicle to conduct work; contact with dissatisfied individuals; fast-paced work, constant interruptions.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, sitting for extended periods of time; dexterity to operate a computer and other office equipment; reaching overhead, above the shoulders and horizontally, bending at the waist, and kneeling or crouching to retrieve files from cabinets and shelves; hearing and speaking to exchange information and make presentations; seeing to read and monitor various services; lifting heavy books and case files.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

E=Essential Functions