



DIRECTOR FOR STUDENT ACHIEVEMENT

POSITION SUMMARY

Coordinate the District's efforts to eliminate the student achievement gap by providing guidance to school administrators and educators in instruction programs such as the use of assessment data, best practices, curriculum selection, and school improvement plans. Serve as a member of the Superintendent's staff in overall District education planning and implementation.

SUPERVISORY RELATIONSHIPS

Reports to the Assistant Superintendent for Instruction. Oversees the work of professional and administrative support staff. Participates in the oversight of K – 8 school principals.

PRIMARY DUTIES AND RESPONSIBILITIES

Coordinate the District's efforts to eliminate the student achievement gap by guiding administrators in the interpretation and use of student assessment data to align class instruction to achievement standards.

Provide guidance to District administrators in evidence-based best practices in instructional programs and practices.

Facilitate K-12 textbook adoptions for social studies and literacy. Guide K-8 curriculum, instruction, assessment and professional development for school improvement.

Provide guidance to educators in the administration of instruction programs for talented and gifted (TAG) students.

Assist elementary and middle schools in developing, implementing and evaluating School Improvement Plans.

Participate in the supervision and evaluation of elementary and middle school principals.

Respond to complaints regarding curriculum and instruction for K-8 and TAG K-12.

Collaborate with others around District technology needs specific to curriculum and instruction.

Oversee English Language Learning (ELL) instructional programs.

Assist in the monitoring and evaluation of instructional programs; help establish criteria, goals and procedures to be used to ensure the delivery of consistent high quality instructional services.

Assist in the oversight of programs and operations of elementary and middle schools, including oversight of school principals. Assist school principals in their functions by problem-solving and responding to their legal, contractual, policy and procedure questions so that decisions they make and the actions are in the best interest of students, teachers, administrators and the District as a whole.



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Work with the Assistant Superintendent for Instruction and other staff members to develop skills and practices that will improve the performance of District staff. Identify staff development standards. Work with teachers on meeting standards and practices of state license requirements; work with administrators in meeting standards for administration that are used for evaluating performance.

Gather information as needed from the Superintendent, board members, District staff, the public and other sources to prepare reports and recommendations to the board.

Complete special projects as assigned, assist administrators with problem identification and solution, mediate disputes, and develop written reports as appropriate.

Participate in District-wide decision making activities and work directly with the Superintendent and Assistant Superintendents to identify issues and practices that affect the future of the District.

Participate in the interpretation and enforcement of District policy as it relates to schools, instruction and student services.

Speak at community forums for community groups, national/state functions, school administrators' conference, rotary club, and parent groups.

Responsible for the selection, supervision, and evaluation of assigned staff; assign work and ensure appropriate training is provided; investigate complaints; recommend and administer disciplinary actions; handle sensitive personnel matters and recommend grievance responses.

QUALIFICATIONS

Knowledge, Skills, and Abilities:

Knowledge of the principles and practices of educational policy and management.

Knowledge of pertinent State law and District policy as it relates to schools.

Knowledge of current research in school improvement planning.

Knowledge of the principles of supervision, training and performance evaluation.

Skill in providing leadership in the resolution of complex problems and issues.

Skill in directing professional, technical and administrative support staff.

Ability to research, analyze and evaluate new service delivery methods and techniques.

Ability to communicate clearly and concisely, both verbally and in writing

Ability to prepare and present complex reports.



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Ability to establish and maintain effective working relationships with those contacted in the course of work including District administrators, staff, parents, and other interested groups.

Ability to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations.

Education and Experience:

Master's degree in education or related field and ten years of experience in education including at least five years of experience in an administrative capacity in a school district; or any combination of experience and training that provides the required knowledge, skills, and abilities.

Other Qualifications:

Oregon School Administration Certificate