



Job Title: DIRECTOR OF INSTRUCTION, ASSESSMENT, AND ACCOUNTABILITY

Reports to: Assistant Superintendent, Instructional Services

Definition:

Under the direction of the immediate supervisor, the Assistant Superintendent of Instructional Services, the Director of Instruction, Assessment, and Accountability will provide oversight and leadership on equity focused instruction and staff development aligned to the NSD instructional framework; lead the analysis and oversight of district and state assessments; and support the implementation and monitoring of the District's Local Control and Accountability Plan (LCAP) and the School Plans for Student Achievement.

Essential Functions:

- Apply research and data to improve the content, sequence, and outcomes of the teaching and learning process aligned to the NSD instructional framework to eliminate the opportunity gap for all student groups.
- Establishes a professional learning program for staff including determining objectives as the basis for developing long and short-range goals for staff development.
- Supervise and plan the work of committees designed to coordinate professional learning services throughout the district.
- Carries out a professional development program utilizing the most effective curriculum materials, teaching strategies, and evaluative tools.
- Function as a resource for professional development in all curriculum areas including ELA and Math State Standards, Next Generation Science Standards, Social Studies standards, Physical Education standards, and Fine Arts standards.
- Solicit feedback from appropriate stakeholders for curriculum planning process.
- Communicate verbally and in writing with parents, community, and schools regarding the district curriculum program and professional development programs.
- Supports ongoing district assessments and data analysis through district benchmark assessments, online state assessment system, professional development planning, student information system, grade books, and report cards.
- Provide oversight on the implementation of district and site response to intervention (RTI) programs
- Support the development, implementation, monitoring, and evaluation of the annual Local Control Accountability Plan and Local Education Agency Plan, based on stakeholder feedback.
- Support the Assistant Superintendent of Instructional Services, Board and site/department administrators for the purpose of developing and implementing services and programs and achieving operational goals.
- Participates in periodic review of various Board policies and administrative procedures and assists with the development of recommended revisions.
- Other duties as assigned.

Secondary Functions:

- This is a single position classification. All duties assigned are considered essential.

Experience and Education:

Certification, Licenses, and Other Requirements:

- Five years of experience in a responsible educational leadership position.
- The completion of a Master of Arts or higher degree in educational administration, or a closely related field.
- California teaching credential, Preliminary Administrative Services Credential or Professional Clear Administrative Services Credential (within 5 years); valid California driver's license.



Knowledge of:

- Principles, methods, techniques, strategies, goals and objectives of effective schools.
- Philosophical, political, economic and legal aspects of public education.
- Principles, techniques and strategies of school technology, management, organization, and supervision.
- Legal aspects and funding sources related to special programs including, but not limited to, state and federal funding.
- Effective public information and human relations techniques.

Ability to:

- Direct, lead, and coordinate the multifaceted functions and activities of a district staff development program.
- Demonstrate effective instructional, organizational, and administrative leadership.
- Analyze problems, determine alternative solutions, and make appropriate and effective decisions.
- Communicate effectively in oral and written form.
- Plan, develop, and maintain effective organizational and community relationship.

Physical Requirements:

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 individual with disabilities to perform the essential functions.

Body Movements: Regular Activities: conduct verbal conversation; hear normal range verbal conversation; sit, stand, stoop, kneel, bend and walk; sit for sustained periods of time; stand for sustained periods of time, climb slopes, stairs, steps, ramps and ladders; exhibit full range of motion for: shoulder external rotation and internal rotation, shoulder abduction and adduction elbow flexion and extension, shoulder extension and flexion, back lateral flexion, knee flexion; demonstrate manual dexterity necessary to operate typewriter, and or computer keyboard, at required speed and accuracy.

Lifting Requirements: Employees assigned to this classification lift, carry, and/or move objects weighing up to 10 pounds. Occasionally, they may lift, carry, and/or move objects weighing up to 25 pounds.

Vision Requirements: Ability to read handwritten or typed documents, and the display screen of various office equipment and machines; vision which allows accurate observation from a distance.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position Environment

District office and school site environment; subject to frequent interruptions, demanding timelines and contact with employees and the public.

Exposures, Risks and Hazard

Normal risks and hazards associated with operating computers and computer-related equipment.

Governing Board Approved: 5-18-2021