SAN LEANDRO UNIFIED SCHOOL DISTRICT
Job Description

DIRECTOR: Teaching, Learning and Educational Equity

DEFINITION:

Under the direction of the assistant superintendent, is responsible for leading, organizing, coordinating, operating and/or supervising a variety of programs, services, and grants within the Educational Services Department. The director oversees the implementation, evaluation and monitoring of all instructional programs across the district.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES:

- Work collaboratively with schools and district departments.
- Designs, manages, coordinates and evaluates all the instructional programs, instructional resources and materials that support career and college readiness for all students.
- Incorporates the philosophy, goals, objectives, and policies adopted by the Board of Education into the design and delivery of programs.
- Provide leadership in fostering equity and inclusiveness in the development and implementation of programs and services for the entire organization.
- Provide support, including coaching, to central office and site staff in developing their capacity to address systemic barriers that perpetuate inequities for our students and staff
- Assist other directors in the evaluation of program effectiveness, student integration, parent involvement and staff development programs which focus on the needs of Latino, African American, English Language Learner students, Students with Disabilities and low Socioeconomic students.
- Designs, manages and coordinates a variety of professional development services for participant groups across the organization, both classified and certificated. The director leads the design process for professional development content and the evaluation of the professional learning experiences.
- Develops the systems for both identifying professional development needs and evaluating the impact of professional development on the classroom and workforce development.
- Monitors performance of professional development training and provides feedback for continuous improvement.
- Assists in developing long/short range plans and programs for the purpose of ensuring compliance with state/federal requirements and District goals.
- Conducts regular site visits in the field to understand program implementation.
- Assists building administrators, instructional coaches and classroom teachers in identifying, understanding and applying research-based high yield instructional frameworks and strategies to their teaching methodology.
- Assists in monitoring teachers' success in applying best practice approaches and strategies and their impact on student learning.
- Connects teachers with development opportunities based on their professional instructional needs.
- Reviews performance data and development plans identifying teachers' strengths and development needs to increase student achievement, provide differentiated instruction and close the achievement and opportunity gaps.
- Keeps abreast of staff development research and emerging trends and technologies for improving student learning.
- Assists with the process of maintaining adequate staffing ensuring that District objectives

are being met.
- Prepare district, state and federal reports
- Prepare school, district, and school board presentations.
- Supervise and evaluate the performance of assigned staff.
- Coordinate and facilitate meetings.
- Manage program budgets to ensure compliance with all legal requirements.
- Provide guidance, support, and serve as a resource to teachers, staff, parents and other stakeholders.
- Collaborate on a regular basis with other members of the Educational Services Team.
- Establish good relationships with the school community as a district representative.
- Maintain professional competence through participation in formal and informal professional growth activities.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:
- Pedagogy and instruction
- Technology integration
- Culturally and linguistically relevant teaching practices
- Frameworks for ensuring educational equity
- Interpersonal skills
- Current educational research, pedagogy, and instruction
- Current educational programs most widely implemented in K-12 California schools
- Applicable laws, codes, regulations, policies and procedures
- District organization, operations, policies and objectives
- Oral and written communication skills
- Principles and practices of administration, supervision and training
- Interpersonal skills using tact, patience and courtesy

Ability to:
- Utilize advanced computer programs for program management and monitoring
- Perform effectively in a fast paced work environment
- Maintain collaborative relationships with cabinet, department and school level staff
- Supervise and evaluate the performance of assigned staff
- Demonstrate leadership, management skills, and team building capacity
- Communicate effectively both orally and in writing
- Interpret, apply and explain rules, regulations, policies and procedures
- Establish and maintain cooperative and effective working relationships with others
- Analyze situations accurately and adopt an effective course of action
- Meet schedules and timelines
- Work independently with little direction
- Direct the maintenance of a variety of reports and files related to assigned activities
- Work independently and with direction.
- Plan and organize work and the work of employees
- Follow oral and written instructions

EDUCATION AND EXPERIENCE:

- Master's Degree in Education, Educational Leadership, or equivalent
- Minimum of three years teaching experience
- Site leadership experience preferred
- Instructional coaching, leadership development and staff development design experience preferred

LICENSES AND OTHER REQUIREMENTS:

- State Administrative Services Credential
- State Teacher's Credential
- Valid California driver's license and proof of current California auto liability insurance at time of appointment and throughout employment in this classification
- Personal automobile for job-related travel

WORK YEAR: 220 Days

WORKING CONDITIONS:

Office environment. Occasional work in school, classroom, and meeting room settings. Travel between locations required.

PHYSICAL REQUIREMENTS:

Frequency Key; None (1); Occasional - up to 25% of shift (2); Intermittently – up to 50% of shift (3); Frequently – up to 75% of shift (4)

Activity	Frequency		Activity	Frequency
Bend	3		Lift/carry 0-10 lbs	3
Twist	3		Lift/carry 11-20 lbs	2
Squat	2		Lift/carry 21-30 lbs	2
Kneel	2		Lift/carry 31+ lbs	1
Climb	1		Stand	3
Reach above shoulder	2		Walk	3
Grip/Grasp	2		Sit	3
Extend/Flex Neck	3		Drive	2
Use Right Hand	4		Perform Repetitive Hand Motions	4
Use Left Hand	4		Keyboarding/Mouse Work	4
Ability to See	4		Ability to Hear	4