JOB DESCRIPTION

San Leandro Unified School District

Director, Teaching, Learning and Educational Equity

Purpose Statement

The job of Director, Teaching, Learning and Educational Equity is done for the purpose/s of providing leadership, coordination and supervision for a variety of programs, services, and grants within the Educational Services Department; overseeing the implementation, evaluation and monitoring of all instructional programs across the district; achieving defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with established guidelines; providing information and serving as a resource to others.

This job reports to Assistant Superintendent of Educational Services

Essential Functions

- Collaborates with a wide variety of internal and external groups (e.g. department heads, other members of the Educational Services Team,auditors, community organizations, regulatory agencies, etc.) for the purpose of implementing program components, assisting with developing long and short range plans and programs in compliance with state/federal requirements and District goals, and serving as District representative.
- Compiles data from a wide variety of sources (e.g. programs, administration, teachers, students, achievement results, workshop evaluations, meeting evaluations, etc.) for the purpose of analyzing issues, ensuring compliance with organization policies and procedures, and/or monitoring program components.
- Conducts in-service training programs for central office and site staff, both classified and certificated for the purpose of providing information on current trends, educational and regulatory changes, developing their capacity to address systemic barriers that perpetuate inequities for students and staff, and meeting professional development needs.
- Develops and implements plans, programs and services (e.g. curriculum content, site level student integration and parent involvement programs, staff development services, monitoring of teachers' success in applying research-based strategies, school improvement plans, etc.) for the purpose of incorporating the philosophy, goals, objectives and polices adopted by the Board and fostering equity and inclusiveness for the entire organization.
- Evaluates and manages programs and services (e.g. all instructional programs grades K-12, instructional resources and materials supporting college readiness for all students, impact of professional development on the classroom and workforce development, etc.) for the purpose of carrying out and achieving objectives within areas of responsibility.
- Monitors budget allocations, expenditures, fund balances and related financial activities (e.g. Title I - III grants, lottery, LCAP budget, contracted services, etc.) for the purpose of developing budget recommendations, ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed.
- Participates as a member or facilitator in meetings, workshops and seminars that frequently involve a range of issues (e.g. textbook adoption, professional growth, goals attainment, problem resolution, personnel and staffing, community involvement,

interdepartmental needs, actions involving outside agencies, etc.) for the purpose of identifying issues, developing recommendations, providing training, conveying and/or gathering information required to perform functions, and serving as District liaison and a resource to all stakeholder.
- Performs a variety of personnel functions (e.g. recruiting, interviewing, training, evaluating, supervising, disciplining, recommending terminations or promotions, etc.) for the purpose of maintaining adequate staffing, enhancing personnel productivity and achieving District objectives.
- Prepares a wide variety of often complex materials (e.g. plans,district/state and federal reports, school/district/school board presentations, policies, budgets, grant opportunities, procedures, forms, funding requests, analyses, recommendations, etc.) for the purpose of incorporating the philosophy, goals, objectives and policies adopted by the Board of Education into the design, delivery and maintenance of programs and services.
- Researches a wide variety of topics related to curriculum and instruction (e.g. staff development research , policies, best practices, emerging trends and technologies, legislation, self professional development opportunities, etc.) for the purpose of ensuring compliance with established requirements, securing general information for planning, taking action, and/or responding to requests and/or district needs.
- Responds to issues involving staff, conflicts in policies and regulations, community concerns, parental requests that may result in some negative impact and/or liability if not appropriately addressed for the purpose of identifying the relevant issues and recommending or implementing a plan of action that will efficiently resolve the issue.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: developing and administering budgets; operating standard office equipment including utilizing pertinent software applications; planning and managing multiple projects; preparing and maintaining accurate records; and training, developing and supervising staff.

KNOWLEDGE is required to perform advanced math; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: current trends and best practices within curriculum, instruction and assessment; concepts of professional growth; education code; federal and state grants management; pertinent codes, policies, regulations and/or laws; and accounting/bookkeeping principles.

ABILITY is required to schedule a number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined

but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; dealing with frequent and sustained interruptions; developing and maintaining positive working relationships; facilitating communication between persons with divergent positions; implementing change; maintaining confidentiality; meeting deadlines and schedules; providing direction and leadership; and setting priorities.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing a department; Utilization of significant resources from other work units is sometimes required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

Working Environment

The usual and customary methods of performing the jobs functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 70% sitting, 20% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience within a specialized field with increasing levels of responsibility is required.

Education Masters degree in job-related area.

Equivalency

Required Testing	Certificates
	Administrators Credential State Teacher's Credential
Continuing Educ./Training	**Clearances**
Maintains Certificates and/or Licenses	Criminal Justice Fingerprint/Background Clearance TB Screen Valid CA State Driver's License & Evidence of Insurability

FLSA Status	Approval Date	Salary Range
Exempt	Pending Board Approval: 7/31/18	Cert Admin