

North County Joint Union School District
500 Spring Grove Road
Hollister, CA 95023

ADMINISTRATIVE POSITION

JOB TITLE: Director of Student Services, Curriculum and Instruction

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

Under the general directions of the Superintendent / Principal assists in the administration of Spring Grove School.

EXAMPLES OF DUTIES:

1. Assists the Principal in the overall administration of the school.
2. Assists in all aspects of elementary curriculum.
3. Serves as Principal in the absence of the regular Principal.
4. Responsible for all District, State and Local assessments, including, but not limited to, CAASPP and ELPAC testing.
5. Conducts data collection, organization, compilation, analyses and interpretation of all District, State and Local assessments and reports such assessment results to the Board, staff and community.
6. Serves as the Administrator for the Migrant program. Develops and monitors the budget, programs and Summer School.
7. Serves as Administrator for English Learners and runs the ELAC parent meeting.
8. Oversees and administers all CALPADS uploads and reports.
9. Develops, distributes and monitors appropriate, required and mandated: communications to staff, parents and community regarding English Learners, Title I, Migrant, and other categorical and special programs.
10. Establishes and maintains a school-wide system of the textbook accountability and classroom inventories including technology.
11. Coordinates, oversees and is a member of the Student Success Team.
12. Assists teachers in interpreting and implementing the District's curriculum.
13. Recommends curriculum adjustments to meet the special learning needs of individual students.
14. Coordinates, oversees and supervises Intervention Support Specialists.
15. Oversees lunchtime supervision and Yard Duty staff.
16. Assists with student supervision before, during and after school.
17. Assists in the selection, supervision and evaluation of all school personnel, certificated and classified.
18. Assists the Principal and other staff in maintaining a clean and safe school.
19. Maintains high visibility and accessibility within all areas of facilities.

20. Responsible for reviewing disciplinary policy and practice and administering, coordinating student discipline. Assists teachers in maintaining discipline.
21. Prepares reports and records as assigned by Superintendent or Principal.
22. Assists the Superintendent and Principal in planning and implementing the school improvement program.
23. Assists Superintendent, Principal and teachers as a liaison between home and school.
24. Continues to grow professionally.
25. Performs other duties as assigned by the Superintendent and/or Principal.

QUALIFICATIONS:

Education and Experience

- Multiple Subject Credential (preferred).
- California Administrative Credential authorizing service in a K-8 setting.
- Knowledge of various Instructional Methodologies and Differentiated Instruction.
- Excellent communication skills.
- Demonstrated ability to work cooperatively with Administration, staff and community.
- Demonstrated organizational ability.
- Classroom teaching experience.
- Demonstrated successful experience in increasingly more responsible positions.

Physical Effort/Work Environment

- Must be able to walk, stand, sit for extended periods of time.
- Duties may be performed outdoors and indoors throughout the school year.
- Work at a computer station.
- Periodically may be required to lift 10 to 20 pounds.

Job Description

Director of Student Services, Curriculum & Instruction

Board Adopted: 2/13/2020

North County Joint Union School District, Hollister, CA