

RIVERSIDE UNIFIED SCHOOL DISTRICT

TITLE: Director IV of English Learners (EL) and Professional Development

WORK YEAR: 221 Days

NON WORK: 28 Days

PRIMARY FUNCTION:

Under the direction of the Assistant Superintendent of Curriculum and Instruction or appointed designee; coordinate and align professional development for teachers within the district. The Director IV of EL and Professional Development works to actualize the principles of the Guide for Instructional Direction by leading professional development that prioritizes building teacher leaders to lead team of teachers through the Informative Inquiry process, using data to refine and improve instruction. The Director IV of EL and Professional Development provides leadership in training all teachers on effective pedagogical practices for raising the achievement of all students, including prioritizing the needs of English Learners.

ASSIGNED RESPONSIBILITIES:

Plan, facilitate, and lead professional development aligned with The Guide for Instructional Direction

Regularly design, implement, and monitor the effectiveness of professional development

Plan, facilitate, and lead professional development providing effective pedagogical approaches to the teaching of all students with a focus on all subgroups.

Design, implement, monitor, and evaluate the achievement of all English Learners collaboratively with colleagues

Provides leadership for the establishment of support structures for effective team planning
Supervise Instructional Services Specialists and Staff Developers

Lead district staff in establishing effective approaches for coaching and supporting collaborative teacher teams in their work of informative inquiry

Provide leadership and coordination for an on-line professional development platform that provides support for teachers in teams, as well as individually

Coordinate and align the work of Professional Growth Systems with Instructional Services

Work with the Innovation and Learner Engagement to leverage Professional Development staff developers to support professional development needs of teachers specific to Technology Integration

Identify and implement best practices for measuring the impact of district professional development

Provide for the evaluation of itinerant Elementary Band instructors, working under the leadership of the Elementary Education Director and in consultation with the Visual and Performing Arts Instructional Specialist

Perform other duties as assigned

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

Knowledge of:

Federal and State laws, rules, regulations and policies related to categorically funded programs
Curriculum and curriculum development as it relates to categorically funded projects and professional development
In-service training and staff development procedures
Principles of governmental budgeting and expenditure control
Program assessment and evaluation
Public Information principles and techniques
Principles of supervision, training and program administration
Principles and practices of education administration

Ability to

Provide effective visionary leadership and strategic planning to focus human and material resources towards the primary goal of outstanding quality education for students.
Effectively communicate and work with diverse groups of people such as (but not limited to) District Office Personnel, Principals, Teachers, Students and Parents.
Analyze and evaluate data for specific use.
Maintain confidentiality.
Prioritize workload and conflicting demands.
Effectively work in a demanding environment.
Work in a diverse socio-economic and multicultural community.
Demonstrate organizational, time management, analytical and problem solving skills.
Develop and provide effective presentations to the public, Board and staff.
Effectively communicate orally and in writing, with a variety of public, staff and management groups.
Maintain consistent, punctual and regular attendance.

Incorporated within one or more of the previously mentioned performance responsibilities, which are essential functions of this job description, are the following essential physical, mental and environmental requirements (*reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions*):

Physical:

Ability to push, pull, and transport instructional and/or presentation materials.
Ability to communicate so others will be able to clearly understand a normal conversation.
Ability to understand speech at normal levels.
Ability to bend, twist, stoop and reach.
Ability to drive a personal vehicle to conduct business.

Mental:

Ability to organize and coordinate schedules
Ability to analyze and interpret data
Problem solving
Ability to communicate with the public
Ability to read, analyze and interpret printed matter and computer screens
Ability to create written communication so others will be able to clearly understand the written communication
Ability to communicate so others will be able to clearly understand a normal conversation.

Ability to understand speech at normal levels.

Environment:

Indoor – frequently

Outdoor – occasionally

Ability to work at a desk and in meetings of various configurations.

EDUCATION AND EXPERIENCE:

Valid California Administrative Credential

Master's Degree or higher

Minimum of three (3) years of site administrator experience

Valid California Driver's License

SUPERVISOR: Assistant Superintendent of Instructional Services or appointed designee