



DIRECTOR
LEARNING SUPPORT SERVICES

Revised: 05/24/17

BRIEF DESCRIPTION OF POSITION:

The Director of Learning Support Services, under the supervision of the Assistant Superintendent Educational Services, provides collaborative leadership and support for an equitable high quality educational program for ALL students. The Director will support the interaction of the District's programs with Technology. Will develop, implement, maintain, and evaluate a comprehensive district technology system that is in compliance with all federal, state, and local mandates. Will evaluate, recommend, and support adoption of relevant technology, bandwidth, integration, and infrastructure projects in support of classroom instruction. Will provide professional learning designed to facilitate the use of technology and data to improve achievement and support mastery of the California Standards for ALL District students including English Learners, Foster Youth, Homeless Youth, Migrant Youth, Students with Disabilities, and Economically Disadvantaged Youth.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Provides oversight and support for the implementation of State Board of Education adopted California Standards and the California Assessment of Student Performance and Progress. **E**
2. Coordinates, oversees, and provides security protocols for District Information Systems and District Networks in support of District Divisions, Departments, and school sites to insure compliance with federal, state, and local mandates with a focus on improving student outcomes through support for classroom instruction. **E**
3. Develops methods and procedures for collecting, analyzing, disaggregating, processing and reporting accurate data. **E**
4. Collaborates with site leadership to establish assessment schedules and technology supports. **E**
5. Provides professional learning in the effective use of data and technology to improve student achievement. **E**
6. Oversees the publication of official school and District data in required federal, state, and local planning documents, including but not limited to the School Accountability Report Card (SARC) and CDE Dashboard. **E**
7. Organizes evaluation procedures, budgets, and implementation strategies for existing, new, and revised technology, bandwidth, integration, and infrastructure projects. **E**
8. Provides oversight and support for the District's on-line learning management system. **E**
9. Provides collaborative support for accurate data processing into CALPADS **E**
10. Provides support and oversight for District Registrars, Attendance Operators, and the District's Student Information System. **E**
11. Provides leadership, support, and oversight of the District's Technology plans, programs, and personnel. **E**
12. Provides leadership, support, and oversight for District Social Media and electronic communications. **E**
13. Collaborates with site leadership to provide support for the ACS-WASC Accreditation/Self Study Process. **E**
14. Conducts research, and provides reports on programs as directed. **E**
15. Provides oversight and support for annual community input on the District's assessment and educational technology programs and services, in support of the annual update to the Local Control Accountability Plan. **E**
16. Performs other duties as assigned. **E**

KNOWLEDGE AND ABILITIES:

- Ability to communicate effectively
- Interpret policy, procedures and data.
- Maintain emotional control under stress.
- Current Educational Technology trends and resources.
- Current research methodology

PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:

- Frequent district-wide and occasional travel outside the District.
- Occasional prolonged and irregular hours.
- Infrequent heavy lifting.

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REQUIREMENTS:

WORK YEAR: Certificated Management Work Year; 223 days

CREDENTIAL: Current valid Teaching or Pupil Personnel Services Credential or other Support Services Credential; and Current Administrative Credential

EDUCATION: Master's degree in education or related field from an accredited college or university (preferred)

EXPERIENCE: Three years successful experience as a certificated teacher (preferred) or counselor or in other certificated support credential service (required);
Successful experience as a school site administrator (preferred);
Extensive experience working with diverse student populations;
Experience providing Professional Learning on Technology (preferred);
Experience with technology program evaluation ~~and~~ as well as writing school site and district technology plans (preferred)

OTHER: Industry standard Technology Certifications (preferred);
Bilingual in Spanish (preferred/not required);
Knowledge of Mixteco, Tagalog, and other world languages (preferred)

SALARY: Certificated Management Salary Schedule

BENEFITS: Medical (employee contribution), 100% dental, vision and life insurance +
Car Allowance + Doctoral Stipend (for a verified earned doctorate)