

BRIEF DESCRIPTION OF POSITION:

Under the Supervision of the Superintendent, The Executive Director of 21st Century Learning and Innovation provides the leadership and vision to implement the District Goals; conducts research, planning, development, coordination, supervision, evaluation for the Curriculum, Instruction, Assessment, and Innovative systems. The Executive Director provides administrators, certificated and classified staff with the leadership, instructional strategies, and techniques to improve 21st Century Learning to all students including English Learners, Migrant Ed, Title I, Students with Special Needs and GATE.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Develops and articulates the District's mission, instructional philosophy, goals, and objectives using collaborative process and problem-solving techniques. E
2. Researches best instructional practices and resource support for school sites leading towards a transformational school effort, which focus on improving the instructional program quality. E
3. Keep informed of current education research and trends in the field curriculum, assessment, and instruction, education technology and utilize such information in directing the Educational Services program. E
4. Implements the State Board of Education adopted Common Core Standards and Smarter Balanced Assessments. E
5. Provides direction and coordination for the Academies and Linked Learning to support students towards College and Career Pathways. E
6. Implements Professional Learning Community model; leads staff through best practices and designs the next practice through a Blended Learning environment. E
7. Support the use of Data Analytics and Learning Analytics to assist the Learning Design Coach to support teachers in delivering 21st Century Learning opportunities. E
8. Confers with, counsels, and advises management and instructional personnel concerning instructional methods, techniques, and strategies in compliance with state review team audit procedures. E
9. Monitors the District Program Improvement status, including supplemental services.
10. Supports and guides site administrators and teachers in developing a four-year college-going culture, particularly increasing A-G completion rates. E
11. Supervise the District Career Technical Education program (CTE), including partnership academies, Carl Perkins, Regional Occupational Program (ROP), and articulation agreement. E
12. Coordinates with Directors and Principals the Response to Intervention. E
13. Explores innovative programs, which foster improved academic performance for all student populations. E
14. Participates in the development of long range plans, strategies, and implementation activities, including educational technology, to support the instructional program. E
15. Supervise compliance with county, State, and Federal Agencies and requests for data, reports and other required information related to assigned programs. E
16. Addresses and monitors all CDE compliance issues related to English learners and Student with Special Needs including program and material evaluations. E
17. Develops and coordinates, in conjunction with administrators, district-wide in-service education and staff development training. E
18. Conducts and participates in workshops, conferences, and professional meetings related to assignments. E
19. Evaluates certificated and classified staff assigned to programs supervised. E
20. Manage the development of the district calendar of instructional. E
21. Interpret and report on curriculum, instructional programs and services, and assessment and evaluation data to District staff and to the community. E
22. Participate as an active member of the leadership team and the executive cabinet. E
23. Performs other related duties as assigned.

KNOWLEDGE AND ABILITIES:

- Ability to communicate effectively (verbal and written).
- Interpret policy, procedures and data.
- Coordinate district functions.
- Maintain emotional control under stress.

PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:

- Frequent district-wide and occasional statewide travel.
- Occasional prolonged and irregular hours.
- Infrequent heavy lifting.

REQUIREMENTS:

WORK YEAR:	Certificated Management Work Year: 216 days
CREDENTIAL:	Current valid secondary teaching credential; current valid administrative credential.
EDUCATION:	Minimum of Master's degree in education or related field from an accredited college or university. Doctorate Preferred
EXPERIENCE:	Experience in a public education, including experience as an administrator in a school district; or any combination of experience and training that provides the required knowledge, skills, and abilities.
OTHER:	Training and/or certification in educational leadership and or curriculum and instruction.
SALARY:	Certificated Management Salary Schedule: Range B
BENEFITS:	Medical (employee contribution), 100% dental, vision and life insurance