

DIRECTOR, EDUCATIONAL SERVICES (7-12)

BASIC FUNCTION:

Under the direction of the Assistant Superintendent- Educational Services, plan, organize, control and direct 7-12 grade curriculum development and implementation; train, supervise and evaluate the performance of assigned personnel.

ESSENTIAL JOB FUNCTIONS:

Plan, organize, control and direct the 7-12 grade curriculum implementation process for various District-wide curriculum committees; make necessary recommendation to the Board of Education, Superintendent, and Assistant Superintendent regarding curriculum implementation processes.

Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

Facilitate the curriculum rev

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Plan, organize and implement long and short-term programs and activities designed to develop assigned programs and services.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and

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Direct the maintenance of a variety of reports, records and files related to assigned activities.

Incorporated within one or more of the previously mentioned performance responsibilities, which are essential functions of this job description, are the following essential physical requirements:

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

Ability to read printed matter and computer screens.

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.

EDUCATION AND EXPERIENCE:

Professional

Required: