

DURANGO SCHOOL DISTRICT 9-R

JOB DESCRIPTION

Job Title: Executive Director of Student Achievement
Job Family: Administration
Department: Curriculum, Instruction, and Assessment
Typical Work Year: 12 months

Pay Grade: Administrative Salary Schedule
FLSA Status: Exempt
Prepared Date: December 17, 2013

SUMMARY: The primary role of the Executive Director of Student Achievement is to improve student achievement and instructional practice. The Executive Director of Student Achievement works collaboratively with all members of the Curriculum, Instruction and Assessment Department to provide support and professional learning to licensed staff and administrators.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The frequency and percentage of time of duties may vary based on building or department assignment.*

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|---------|------|---|
| D | 10% | Provide leadership in student achievement and the development of district and school unified improvement plans and accreditation and accountability processes that brings about improved results. Assist in the development of the district UIP. |
| D | 10% | Supervise and provide leadership in programs and activities in conjunction with district priorities that increase the academic achievement of all students and, in particular, underperforming groups. |
| D | 10% | Assist in the supervision of K-12 district curriculum to ensure alignment with state standards. |
| D | 10% | Supervise and provide leadership in integrating equity into district instruction, curriculum, assessment, and staff development efforts and monitoring department in charge of equity efforts. |
| D | 5% | Supervise monitoring of district data related to student achievement and provide reports and analysis for a variety of stakeholders including teachers, building administrators, central office administrators, the district leadership team, the Board of Education, parents, and community members. |
| D | 20 % | Supervise and coordinate all aspects of national, state and local assessments. |
| D | 8% | Ensure compliance with state accountability and accreditation requirements for school and district reporting and unified improvement plan. Provide oversight in state literacy acts. |
| D | 10% | Supervise the English Language Learners (ELL) program (K-12), including involvement in hiring and assigning staff, conduction monthly staff meetings, reporting, monitoring budget, and determining identification and evaluation components. Ensure compliance with state and federal statutes. |
| M | 5% | Assist in the development of the district's consolidated federal grant application in support of the district's vision, mission, and goals. |
| D | 10% | Assist in the creation and implementation of a district-wide staff development plan in support of the district's instructional focus. |
| Ongoing | 2% | Perform other duties as assigned. |

EDUCATION AND TRAINING: MA in Administration/Leadership/Curriculum and Instruction.

EXPERIENCE: 3-5 years of teaching experience required. Pervious school administrative experience preferred with demonstrated experience in instructional leadership, school operations, conflict management, budget preparation and resource allocation.

CERTIFICATES, LICENSES, & REGISTRATIONS: Valid Colorado Driver’s license required. Colorado Type D Certificate/Principal/Administrator’s License.

TECHNICAL SKILLS, KNOWLEDGE, & ABILITIES:

- Excellent interpersonal relations and oral and written communication skills.
- Advanced skill in dealing with students and staff with diverse needs at various levels.
- Advanced knowledge of ability to develop, monitor and evaluate curriculum, discipline plans, IEP’s, and supervision/safety plans.
- Knowledge of school law.
- Knowledge of data analysis, curriculum, assessment and instruction, budgeting and accounting, special education laws and master agreement/labor regulations.
- Critical thinking and problem solving skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks/priorities with frequent interruptions.
- Ability to promote and follow Board and District policies, Superintendent polices and building /department procedures.
- Ability to communicate, interact, and work effectively and cooperatively in a team setting.
- Ability to recognize the importance of safety in the work place, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Microcomputers and general office equipment.
- Microsoft Office applications.
- Student Information Systems.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

Reports to: Executive Director of Curriculum, Instruction, and Assessment
Direct Reports: Assigned classified staff

BUDGET AND/OR RESOURCE RESPONSIBILITY: Student Achievement budget.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle or feed			X	
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3

Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate			X	
Instruct			X	
Compute		X		
Synthesize			X	
Evaluate				X
Interpersonal Skills				X
Compile			X	
Negotiate			X	

WORK ENVIRONMENT:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	