

WINDBER AREA SCHOOL DISTRICT
JOB DESCRIPTION

Department: - Administration

Standard Title: - Director of Educational Services

Primary Function:

The Director of Educational Services will execute all duties required for an effective educational program and school plant for all Elementary and High School children.

Supervision Received:

The Director of Educational Services is directly responsible to the Superintendent and/or his/her designee.

Direction Exercised:

The Director of Educational Services is responsible for the supervision of all instructional staff members.

Essential Duties:

1. Supervise all PSSA testing within the district.
2. Oversee the implementation of all testing administration.
3. Schedule PSSA testing in all buildings.
4. Compile and distribute interpretations of PSSA results.
5. Responsible for in-servicing professional staff on PSSA results and initiating improvement plans and curriculum changes.
6. Supervise K-4 through 12th Grade curriculum development.
7. Ensure that the curriculum cycle is developed, implemented and followed.
8. Oversee the purchase of all textbooks
9. Supervise teachers in selection of textbooks.
10. Serve as a member of the IU Curriculum Committee.
11. Oversee the curriculum of each building: development of new courses, deletion of present courses, course modifications, etc.
12. Oversee the district grading and reporting systems.
13. Keep track of all changes and mandates from PDE, and will be in charge of developing the procedures needed for such changes/mandates to be implemented.
14. Oversee the development of district-wide assessment system.
15. Maintain proper files – ready for audits.
16. Establish a schedule for all standardized testing.

17. Develop and maintain a listing of standardized tests to be used within the district.
18. Ensure that all scheduled standardized tests are ordered for the school year.
19. Set up a schedule of meetings with professional staff to go over results/interest of all standardized tests.
20. Be responsible for having the district's curricula coordinated with standardized tests.
21. Develop, implement, and administer a system of self-assessment for the district.
 - a. A 5-year follow-up survey of Windber Graduates.
 - b. A survey of seniors by May of each school year.
 - c. A survey of the community.
22. Develop and implement professional staff in-service programs to meet district goals.
23. Administer the district's Title II, Title III and Title V programs.
24. Supervise the District's New Employee Mentoring Program.
25. Develop the induction program for each professional as determined by administrative policy and school code.
26. With consultation with the principals, will make recommendation to the Superintendent on the granting of tenure to Temporary Professionals.
27. Keep the Superintendent updated of the schedule of all temporary professionals as to when tenure needs to be granted and of all evaluation ratings.
28. Oversee all grants professional staff members propose to apply for.
29. Supervise the development of the high school Master Schedule each school year.
30. Serve as the School-To-Work Coordinator in the development of the program within the district's curricula.
31. Update the Superintendent on the progress of each of the Action Plans of the district's Strategic Plan. Reports will be made to the Superintendent on the 1st of December and May of each school year.
32. Oversee that the Action Plans of the Curriculum, Assessment and Professional Development sections of the Strategic Plan are completed as directed by the Plan and/or the Superintendent.
33. Carry out accepted system-wide policies formulated by the Windber Area School Board and school superintendent.
34. Prepare and administer the annual school budget and with major involvement by the high school principal in instructional purchases.
35. Assist the Superintendent in the recruitment and selection of all teachers, aides and secretaries for the Windber Area School District.
36. Participate in community activities (e.g. Lions).
37. Conduct periodic faculty meetings, grade level meetings and serve as resource person for special teacher groups.
38. Complete all required reports commensurate with the Windber Area School District and send them to their designated location.
39. Coordinate conference and convention requests.
40. Attend all conference and regularly scheduled School Board meetings.
41. Represent the school district at school related functions.
42. Be responsible for all reports related to the activities and programs conducted in the district including, but not limited to student achievement.

43. Assist in coordinating the education program between the Greater Johnstown Vocational-Technical School and Senior High School.

Secondary Duties:

1. To work with the principals in directing a program of continuous instructional delivery of all levels and in all subject areas with proper planned courses of daily study.
2. To work with the principals in developing and directing an appropriate monitoring and evaluation system for instructional delivery.
3. Assist the Superintendent in the formulation of educational policies and procedures for the Windber Area School District.
4. Assist in developing project proposals for federal projects for the Windber Area School District.
5. Assist the Superintendent with the recruitment, selection and supervision of substitute teachers.
6. Assist the principals in all duties of their primary responsibilities not otherwise enumerated in this job description.
7. Keep informed of modern educational thought and practices through advanced study, attending educational conferences, clinics, workshops and seminars; membership in professional organizations and professional readings.
8. Perform temporary duties as assigned by the Superintendent.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Physical Requirements:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.

6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

Qualifications:

Education/Experience – Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. However, applicants must meet the following minimum qualifications:

1. The Director of Educational Services shall hold at least a master degree and appropriate certification from an accredited institution and the Department of Education.
2. Knowledge of State and Federal regulations relative to elementary and high school instruction.
3. Knowledge of program planning and budgeting.
4. Excellent communication, problem solving and organization skills.

Salary:

The salary of the Director of Educational Services shall be set by the Board of Education for this position.