

COMPTON UNIFIED SCHOOL DISTRICT
HUMAN RESOURCES AND EMPLOYEE DEVELOPMENT

POSITION DESCRIPTION

Title:	Administrator K-12 Instructional Programs	Reports To:	Director of Curriculum and Instruction Assistant Superintendent Educational Services
Department:	Educational Services	Classification:	Management
FLSA:	Exempt	Work Year	Twelve (12) Months
		Salary:	Schedule P, Range 11

I. DESCRIPTION OF POSITION

Under the direction of the Director of Curriculum Design and Instructional Improvement, the Instructional Support Administrator for K-12 Instructional Programs facilitates the development, training, and implementation of the district curriculum and instructional programs. The Instructional Support Administrator facilitates, coordinates, and provides staff development for all educational programs which support student achievement and assures that all program compliance issues related to instruction are addressed.

II. MAJOR DUTIES AND RESPONSIBILITIES

- A. Assists in the planning, organization, and coordination of the district's professional development activities that support curriculum and instructional design in all content areas.
- B. Takes a lead in district level staff development as it relates to all instructional programs.
- C. Oversees the GATE and Reading First programs.
- D. Works with school administrators and teachers to ensure implementation of instructional programs that meet the needs of a diverse student population (GATE, Special Ed., EL, etc.).
- E. Research and reviews instructional materials including core textbooks and equipment needed to implement the district's instructional program.
- F. Ensures that the integration of technology is included in all core curriculum development.
- G. Assists in the planning, organizing and implementation of evaluations and assessment of all course work.
- H. Creates Vertical Teams of teachers from elementary schools through high schools within specific subject areas committed to improving student preparation through increased teacher-to-teacher communication and vertical alignment of the curriculum and instructional practices.
- I. Assists with all staff development activities scheduled at the Professional Development Center.
- J. Assists in maintaining the professional environment of the Professional Development Center, (i.e. Bulletin boards, routines and procedures, etc.).
- K. Performs other duties as may be assigned.

III. ACADEMIC REQUIREMENTS

- A. Possession of a valid California clear multiple or single subject teaching credential
- B. Possession of a valid California administrative credential
- C. Master's Degree from an accredited institution of higher learning, preferably in administration or assessment and evaluation, or a closely related field.
- D. Three or more years of successful teaching experience.
- E. Three or more years of successful experience in an administrative position preferred
- F. Successful management experience in the area of assessment and evaluation and the development of student and program data analyses desirable

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V. KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- A. Principles, practices, trends, goals and objectives of teacher preparation and support programs.
- B. Philosophical, educational, fiscal and legal aspects affecting teacher preparation and support programs.
- C. Organization, management, planning and evaluation strategies, techniques and procedures.
- D. Research and development strategies, processes and techniques.
- E. District organization, operations, policies and objectives.
- F. Current applicable laws, regulations, codes, policies and procedures.
- G. Interpersonal skills, conflict resolution strategies and procedures and team management building methods and techniques.

Ability to:

- A. Plan, organize, coordinate and direct the district instructional programs.
- B. Demonstrate leadership qualities and utilize motivational techniques and strategies in the development of an operational mode that is cost effective.
- C. Evaluate and analyze complex problems, issues and concerns, recommend appropriate alternative solutions and make effective and timely decisions.
- D. Establish and maintain cooperative organizational, public and educational community relationships.
- E. Interpret, apply and explain rules, regulations, policies and procedures.
- F. Analyze situations accurately and adopt an effective course of action.
- G. Prepare comprehensive narrative and statistical reports.
- H. Supervise the performance of assigned staff.
- I. Demonstrate effective communication skills both orally and in writing.
- J. Use a computer.

VI. WORKING CONDITIONS

Environment:

District offices and school sites

Physical abilities:

Hearing and speaking to exchange information and make presentations

The Compton Unified School District supports equal opportunity employment for all applicants and does not discriminate on the basis of age, race, gender, sexual orientation, marital status, physical or mental disability, national origin, ancestry, creed, Vietnam status, arrest or conviction record, or any other reason prohibited by state or federal law. Employees of this District are required to comply with the provisions of Title VI of the Civil Rights Act and Title IX of the 1972 Educational Amendments.