

## SAN DIEGO UNIFIED SCHOOL DISTRICT

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TITLE:	Director, Middle School Instructional Support	REPORTS TO:	Executive Director, Curriculum and Instruction
DEPARTMENT:	Office of the Deputy Superintendent	CLASSIFICATION:	Certificated Management
FLSA:	Exempt	SALARY GRADE:	036
ISSUED:	November 18, 2008		

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### **BASIC FUNCTION:**

Plan, organize, control and direct assigned functions related to curriculum and instruction in middle schools; provide leadership and coordination of curricular and instructional programs across all organizational levels; support and coordinate the efforts of principals and central office curriculum and instructional personnel; coordinate mathematics, science, social studies, literacy, and school improvement plans; plan and implement staff development related to curriculum and instruction and standards and assessments.

**REPRESENTATIVE DUTIES:** (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

Supervise curriculum resource teachers. *E*

Design and assure provision of appropriate professional development programs for classroom teachers and school leaders. *E*

Collaborate with and provide direction for the work of curriculum and instruction with key district staff in school leadership. *E*

Initiate and oversee curricular and instructional programs designed to improve instruction and student achievement. *E*

Coordinate and integrate curriculum and instruction programs with School Improvement Officers and principals. *E*

Develop an improved understanding of children's educational needs on the part of teachers, administrators, and parents. *E*

Initiate and maintain effective liaison with other school districts and with independent schools in order to keep abreast of new educational developments and ideas. *E*

Stay abreast of current educational developments and literature; participate in the affairs of state and national professional societies. *E*

Assist in developing strategic plans for improving student achievement. *E*

Propose budgetary needs for implementation of instructional programs. *E*

Maintain various records and statistics regarding student enrollment, student test scores, and staff organization; monitor various trends; analyze community attitudes about and involvement in schools; create annual reports to fulfill state and local requirements. *E*

Assist in the development of school improvement plans; assist principals with school-based staff development plans. *E*

Assist school staff with community relations and parent involvement issues; coordinate with various community agencies to meet the needs of students; provide information to local media when appropriate. *E*

Maintain open communication with all levels of the school system hierarchy; serve as liaison between schools and the various departments within Central Office; maintain regular contact with other Directors to exchange ideas, share information, and develop plans. *E*

Serves as a member of districtwide planning teams. *E*

Select, supervise, and evaluate assigned staff. *E*

Monitor budget expenditures. *E*

Perform related duties as assigned. *E*

**EDUCATION AND EXPERIENCE:**

A combination of education, training, or experience equivalent to a master's degree in education or related field experience and eight years of progressively responsible related experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

Valid California Administrative Services Credential.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Effective, research-based instructional strategies, theories, techniques, and methods of instruction.

Instructional leadership at the site level.

Budget preparation and control.

Oral and written communication skills.

Principles and practices of administration, supervision, and training.

Applicable laws, codes, regulations, policies, and procedures.

Interpersonal skills using tact, patience, and courtesy.

Operation of a computer and assigned software.

**ABILITY TO:**

Provide leadership and direction to assigned program.

Plan, organize, control and direct assigned functions.

Train and evaluate the performance of assigned staff.

Review existing and pending legislation related to procedural guidelines and recommend origination, modification, or support of legislative measures.

Maintain current knowledge of applicable provisions of federal, state and district laws, rules and regulation.

Interpret, apply and explain rules, regulations, policies, and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Meet schedules and timelines.

Plan and organize work.

Prepare comprehensive narrative and statistical reports.

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

**WORKING CONDITIONS:**

ENVIRONMENT: Indoor, office setting.

**PHYSICAL ABILITIES:**

Dexterity of hands and fingers to operate a computer keyboard; sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations; seeing to read and write reports; lifting light objects.

Job Code 1141

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