

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT**  
**JOB DESCRIPTION**

***POSITION TITLE: EXECUTIVE DIRECTOR OF EDUCATIONAL SERVICES***  
**CERTIFICATED MANAGEMENT**

***DEFINITION:*** Under the direction of the Superintendent, the Executive Director of Educational Services will provide curricular vision, leadership, collaborative short and long range planning, goals, implementation and periodic evaluation of progress. As the District curriculum leader, following policy and using sound fiscal judgment, will make recommendations regarding District curriculum and instruction, special projects and related staff development. The Executive Director of Educational Services is a member of the District's Management Team and the Superintendent's Cabinet.

***ESSENTIAL FUNCTIONS: Duties may include, but are not limited to, the following:***

- Exemplify and promote best instructional practices K-12, collaboratively work with administration and faculty in a consensus building effort to facilitate establishment and growth of K-12 articulation
- Provide leadership to administration and staff in the use of student assessments and test data to define specific student performance standards for academic achievement in content areas throughout the District
- Lead and implement cultural proficiency, diversity, equity, and inclusion programs and practices
- Direct, and monitor the design, development, implementation and continuous improvement of the District's curriculum, K-12 assessment and testing analysis
- Direct and support the District's professional learning communities and/or curriculum committees for the development and continuous improvement of curriculum and instruction
- Research, interpret and monitor trends, developments, and legal requirements in education as they pertain to the areas of responsibility
- Plan, organize, monitor and direct the District's English Language Learner and GATE program
- Plan, organize, and direct the District's staff development and inservice program
- Coordinate and direct all District testing, including but not limited to, the State and Federal testing and achievement programs including PCAASPP, ELPAC, PFT, CHKS, NWEA MAP, CORE SEL, GATE and DIBLS and the District curriculum and student assessment program
- Provide training and support to sites
- Direct and maintain compliance in District State and Federally funded Categorical Programs
- Work collaboratively with the Assistant Superintendent of Business to maintain the accuracy and integrity of assigned program budgets
- Create and align budgetary plans with district goals to assure appropriate use, distribution, and tracking of monies generated through block grants, categorical programs, special projects and grant funds

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- Work to secure additional finances through grants, endowments and other fund-raising sources as needed to augment programs and projects.
- Facilitate an understanding of program budgets with staff and community
- Complete Program Quality Reviews and Coordinated Compliance Reviews
- Plan and direct the piloting, evaluation and selection of K-12 textbook adoptions
- Compile and submit, all State and Federal mandated applications such as the Consolidated Application Part I and II, GATE funding applications and grants in a timely manner meeting required deadlines
- Work collaboratively with the District's technology leader to optimize the utilization of technology pertaining to curriculum, student assessment, test data analysis and special projects
- Direct the coordination of instructional materials to the school sites
- Consult with teachers and library personnel in evaluation and selection of library material according to Board policy
- Maintain a working relationship with publishers/producers/dealers
- Assist in certificated and classified observation and evaluation, curriculum development and the improvement of instruction including membership on the PAR committee
- Coordinate community involvement related to areas of responsibility
- Coordinate Monterey County Reads Program as applicable
- Represent the District at County, Regional and State levels concerning Curricular Programs
- Attend all county and regional meetings regarding Assessment, Curriculum Council, English Language Learner, Special Projects, Monterey County Reads, Safe and Drug Free Schools, TUPE
- Monitor and report student achievement for the Board, Superintendent, schools and the community
- Attend in-district meetings regarding curriculum, assessment and/or special projects such as Management, Site Council, Technology, School Board meetings
- Oversee the district's requirements for NCLB regarding instruction, curriculum, staff development, assessment and special projects
- Assist and support principals with specific curriculum issues at each school site
- Provide leadership to principals and directors in development of educational plans
- Work collaboratively with the Chief Human Resources Officer to direct the new teacher orientation and follow-up support for new teachers including enrollment in the Induction program
- Coach individual teachers in the area of instructional strategies
- Coordinate the development and monitor the implementation of the District's Local Control and Accountability Plan
- Hold educational partner input meetings, write mid-year updates to the LCAP, and hold associated meetings to ensure compliance with LCAP requirements
- Serve as a resource to PTAs, and the Adult School in regard to parental involvement in their child's education
- Assist summer school principal with targeted curriculum and instruction for summer school students

- Oversee or assist with special projects such as, but not limited to, WASC, Long Rang Plan, and board-directed committees

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- Promote positive staff morale and commitment
- Respect and maintain professional confidences using appropriate professional channels for communicating personal/professional concerns
- Demonstrate collegial and organizational loyalties
- Maintain professional obligations
- Strive to continually improve management and administrative skills and abilities
- Maintain professional association memberships and represents the District on professional committees
- Perform other job related tasks as required

**QUALIFICATIONS, EDUCATION AND EXPERIENCE REQUIRED:**

- Valid California Teaching Credential
- Valid California Administrative Services Credential
- Minimum of three years of demonstrated experience in curriculum strategies
- Evidence of a minimum of three years of successful teaching
- Master’s Degree in educational leadership or a related field is desirable
- Prior site administrative experience is desirable
- Prior experience as a District level Curriculum Leader is most desirable

**Knowledge of:**

- Curriculum, curriculum design, planning, development, implementation, evaluation, instructional strategies, student assessment, and data analysis
- Student based management systems and the relationship between sites and districts, and between districts and states
- State-of-the-art instructional theories, techniques and methodologies
- Current State curricular standards, current trends and development in the field of curriculum, assessment, instruction, staff development and organizational development
- Collaborative team building strategies
- Effective adult learner professional development approaches
- Staff development evaluation and processes for selection of effective activities
- Applicable provisions of federal, state, and district laws, rules and regulations
- Budget development and control
- Grant writing/application process
- Principles and practices of leadership, management, supervision and training

**Ability to:**

- Prioritize, organize, and multi-task
- Set high-level goals, develop long-range plans, problem-solve, lead and accept personal accountability for moving in the direction of the goals
- Coach and mentor staff using a reflective approach for dialogue to reach collaboration and/or consensus

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- Establish and maintain working relationships and work collaboratively with other administrative leaders in carrying out the work of the District
- Interpret, apply and explain rules, regulations, policies and procedures
- Operate a computer and standard office equipment
- Prepare comprehensive narrative and statistical reports
- Perform under demanding, often stressful and varied work schedules with the ability to remain flexible and focused during interruptions and distractions
- Maintain confidential personal and privileged information
- Learn, interpret and apply school district policies, contracts, state laws and court cases that affect educational services
- Initiate, prepare, and compose correspondence independently
- Understand and carry out complex oral and written instructions
- Plan, organize and administer educational services for the district
- Train, supervise and evaluate department staff performance
- Explain and enforce policies and regulations
- Meet schedules and timelines
- Plan, coordinate and complete complex projects
- Prepare and deliver written and oral presentations

***PHYSICAL REQUIREMENTS of this position are, but not limited to the following:***

**Ability to:**

- Sit for extended periods of time
- Stand in one area for extended periods of time
- Stand and walk for extended periods of time
- Ascend and descend steps
- See for the purpose of reading and understanding laws and codes, rules and policies, directives, accuracy of reports and documents and other related matter
- The ability to listen to and understand information and ideas presented through spoken words and sentences
- The ability to communicate information and ideas in speaking so others will understand
- Communicate using the telephone and radio
- Push/pull, squat, turn, twist, bend, and stoop
- Lift and carry 30 lbs.
- Reach in all directions
- Think clearly and rationally to solve problems, make good judgments and decisions
- Work under stressful conditions
- Perform the essential functions of this position in an accurate, neat, timely fashion
- Ability to meet the travel requirements of this position

**WORKING CONDITIONS:** Office and school site work environment subject to extensive travel between and within school sites, sitting at a desk for long periods of time, bending, crouching, or kneeling at files or equipment, pushing/pulling of file drawers, and reaching in all directions, carrying and

transporting textbooks and supplies, and prolonged periods of time working at a computer terminal.

**LICENSE:**

- Possession of a valid California Driver's license

**NOTE:** This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Pacific Grove Unified School District adheres to the provisions of Americans With Disabilities Act regarding reasonable accommodation procedures.

Adopted by the Board of Education at its meeting of January 26, 2005, **Revised and Adopted:** 4/7/2011, Revised , retitled and adopted: 7/9/2024