

Mountain View Whisman School District Human Resources Department	Job Title: Certificated Director
Classification: Management	Date Approved:

Position Description

Under the direction of the Superintendent or Designee, the Certificated Director will provide leadership, vision, and strategic direction to manage educational policies, programs, and initiatives. The Director will work with schools and governing bodies to improve educational outcomes and assist with state, federal, and district reporting in addition to providing leadership to staff and collaborating with other departments to optimize student success.

Qualifications

- A valid California administrative license as required by the State of California
- A minimum of five years public school experience
- Specific preparation in administration of public education
- Demonstrated success in classroom curriculum, instruction, and people management
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable

Compensation

- Certificated Management Director Salary Schedule

Examples of Duties & Responsibilities

- Develop and implement comprehensive student support services plans aligned with district goals and objectives
- Collaborate with District and site level administration on District programs, policies, and needs
- Coordinate the planning and implementation of professional development for administrators and teachers
- Regularly evaluating the effectiveness of academic support programs through data collection, monitoring, and analysis
- Coordinate interventions and support services for students experiencing academic, behavioral, or social-emotional challenges.

- Work closely with district and school administrators, teachers, and other staff to identify student needs, coordinate support services, and integrate them into the overall educational program
- Attend Board meetings to present required information and related reports as necessary
- Be knowledgeable of duties, responsibilities and functions of positions in the area of assigned responsibility
- Supervise and evaluate the performance of assigned staff
- Communicate with other administrators, District personnel, and contractors to coordinate activities and programs, resolve issues and conflicts and exchange information
- Assure compliance with applicable District policies, procedures and governmental regulations
- Apply applicable sections of State Education Code and other applicable laws
- Perform special projects or other duties as assigned

Knowledge and Abilities

Knowledge of:

- State Standards
- Instructional strategies
- Analyzing academic assessment reports and Data systems and protocols
- General curriculum standards and strategies for adapting and modifying curriculum
- Education Code, Board Policy, and Collective Bargaining Agreements

Ability to:

- Support the implementation, evaluation, and revision of school practices
- Implement the use of computer software programs, hardware and other technology pertinent to the area of specialization
- Utilize academic data to support the implementation of core instruction as well as intervention and improvement of student outcomes
- Help draw out individual and team strengths to build a positive and rigorous academic culture
- Facilitate professional development for site leaders and teachers
- Work with diverse stakeholder groups effectively and proactively
- Possess strong content expertise in academic standards, social emotional learning, and child development
- Possess strong communication skills both orally and in writing with persons at various levels of understanding

- Possess strong interpersonal skills using tact, patience and courtesy
- Must be able to travel from site to site in the performance of duties

Physical Demands and Working Conditions

The physical demands described here 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. While performing the duties of this job, the employee is continuously required to speak and listen for extended periods. The employee is also required to sit or stand for long periods, and to regularly walk; use hands or fingers to handle, or feel objects, tools, or controls; reach with hands and arms; and stoop, kneel, crouch or crawl. The employee must regularly lift and move up to 25 pounds. Specific vision abilities required for this job include close vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is further required to have the physical, mental, and emotional stamina to fully perform the duties and responsibilities of the position, and the mental acuity to collect, evaluate, and interpret data; to reason; to define problems; to establish facts; to draw valid conclusions; and to make effective judgments and decisions.

Work Environment

Must be able to work with:

- Interruptions of work are routine.
- Various degrees of noise, temperature, and air quality
- Flexibility and patience are required.
- Self-motivation and the ability to complete job assignments without direct supervision.
- Stressful conditions
- After-hour work may be required.
- May make site or home visits when needed and appropriate.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not exhaustive of the duties performed or that may be performed by this position.

Supervised by: Superintendent or designee

Evaluated by: Superintendent or designee

The Mountain View Whisman School District prohibits discrimination, harassment, intimidation and bullying in educational programs, activities, or employment on the basis of actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sex, sexual orientation, parental, pregnancy, family or marital status, military status or association with a person or a group with one or more of these actual or perceived characteristics. The Mountain View Whisman School District requires that school personnel take immediate steps to intervene when safe to do so when he or she witnesses an act of discrimination, harassment, intimidation, or bullying.

Questions or complaints of alleged discrimination, harassment, intimidation and bullying, equity or Title IX equity and compliance concerns should be directed to Tara Vikjord at 650-526-3500, 1400 Montecito Ave., Mountain View, CA 94043, or tvikjord@mvwsd.org.