



EXECUTIVE DIRECTOR – EDUCATOR DEVELOPMENT

Certificated Job Description

IMMEDIATE SUPERVISOR:

Assistant Superintendent – Human Resources and Staff Development

ESSENTIAL FUNCTIONS:

1. Manage and supervise all aspects of the Educator Development department.
2. Provide county-wide leadership regarding all issues related to Educator Development programs including local, state, and federal requirements and guidance.
3. Provide county-wide leadership in the establishment, implementation, and evaluation of Educator Development programs to ensure high levels of student learning, including data driven decision making and efforts to support continuous improvement.
4. Identify and create systems to address local needs around the recruitment, support, and retention of educators.
5. Provide leadership and support for KCSOS and school districts.
6. Examine county and district data on a continual basis to discover trends and patterns in order to determine and provide targeted professional learning.
7. Coordinate, conduct and evaluate professional learning programs for educational administrators, teachers and instructional support personnel, including workshops, institutes and technology-based training opportunities.
8. Prepare and deliver written reports and oral presentations relative to Educator Development Programs.
9. Plan and implement professional growth opportunities for department staff to ensure that they are knowledgeable about current research and best practices in the fields of curriculum, instruction, and accountability.
10. Prepare budgets, reports, contracts, and agreements for service.
11. Represent the county office at professional meetings.
12. Collaborate with professional and community committees, work groups, organizations, institutions, and other agencies at the local, state and national level to promote the implementation and evaluation of highly effective educational programs and practices in education.
13. Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

A. Personal Qualifications:

1. Effectively communicate knowledge of and willingness to stay abreast of current trends, innovations, and practices in elementary and secondary education.
2. Ability to provide leadership in committees, workshops, and various types of group meetings.
3. Ability to articulate ideas and information effectively to others.
4. Ability to effectively communicate appropriate information to peers, staff members and the public.
5. Interpersonal skills and abilities necessary to work and communicate with people and groups effectively and cooperatively.
6. Skills to manage the work, set priorities, and evaluate progress toward outcomes.
7. Must possess a private vehicle, valid California driver's license and carry current automobile insurance with at least minimum coverage for public liability and property damage.

B. Professional Qualifications:

1. Knowledge of principles, practices, and methods of developing and delivering services, programs and functions of the Department of Educator Development.
2. Knowledge of the California State Standards, the General and Special Education Induction Program Standards, California Professional Standards for Educational Leaders (CPSEL Standards) and the California state assessment system.
3. Knowledge of federal and state accountability systems.
4. Ability to analyze and evaluate instructional programs, including the effective use of student performance data.
5. Possession of a broad repertoire of pedagogical skills.
6. Ability to analyze data and situations, make recommendations and solve problems effectively and efficiently.
7. Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

TRAINING AND/OR CREDENTIALS:

A. Education:

1. Administrative Services Credential required.
2. Master's or doctorate degree from an accredited college or university required.

B. Experience:

1. Successful experience as a classroom teacher.
2. Successful administrative experience.
3. Successful experience in developing, implementing, and evaluating instructional programs.

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