

MANAGEMENT JOB DESCRIPTION

DIRECTOR OF INNOVATION - INSTRUCTIONAL SERVICES

JOB SUMMARY:

Under the supervision of the Area Assistant Superintendent, provides Districtwide leadership and service in the planning and implementation of innovation and instruction for all students.

ESSENTIAL JOB FUNCTIONS:

- Facilitates Districtwide change efforts to support achievement for all students.
- Developing, monitoring and supporting District Innovation Stations.
- Functions as a curriculum and instruction specialist providing leadership in curriculum and staff development.
- Directly assists individual site administrators and teachers with program development (makerspaces), instructional materials selection, training, and problem solving.
- Supervises new curriculum materials selection process. Plans and monitors training and implementation of new materials.
- Develops and implements innovation related after-school and camp experiences for students in collaboration with the Expanded Learning Opportunities Program (ELOP).
- Facilitates professional development activities regarding career development and science and engineering.
- Serves on interview and recruitment panels for new employees.
- Cooperates with other departments and divisions in cross-departmental/divisional projects.
- Collaborates with various community and industry partners to develop curriculum and other learning opportunities.
- Attends District, county, and state meetings and disseminates information to District personnel or appropriate.
- Performs other duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- **Credentials:**
Administrative Services preferred.
Multiple Subjects credential or equivalent.
CLAD or BCLAD.
- **Education and Experiences:**
Master's Degree
Evidence of successful teaching and leadership experience
- **Personal Qualities:**
Ability to provide leadership and direction, analyze problems, make decisions, communicate and interact effectively and professionally under pressure, communicate orally and in writing, and work with a multiethnic staff and community. Knowledge of up-to-date theories, techniques, and methodologies related to literacy and second language acquisition.

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Management Salary Schedule: Range A
BOARD APPROVED: 11/18/20
REVISION DATES: 4/19/23