

## GARDEN GROVE UNIFIED SCHOOL DISTRICT

### Office of Personnel Services CERTIFICATED JOB DESCRIPTION

#### Director, K-12 Educational Services

Under the direct supervision of the Executive Director of K-12 Educational Services, the Director of K-12 Educational Services is responsible for providing district-wide service and leadership in research and data analysis to support program evaluation and educational accountability and provide support for districtwide special projects.

#### Duties and Responsibilities:

1. Demonstrates a belief that all students can succeed and that their backgrounds, cultures, language, and disabilities are teaching and learning assets that contribute to a rich learning environment for all students.
2. Maintains high expectations for all students and exhibits the ability to make each student feel valued, appreciated and respected, thereby earning the trust and respect of the student and their families.
3. Works closely with sites and district office in analyzing data, and developing specialized reports, for K-12 academic measurements, strategic plan survey measures, and post-secondary measures
4. Provides schools and the district with research and feasibility study services, analyses and recommendations to assist in program planning and policy discussions for schools, district, and categorically funded programs
5. Initiates data analysis projects related to school and district initiatives, school and district-level planning processes, and presents findings to respective stakeholders
6. Coordinates the evaluation and approval of research study requests received from the district staff, graduate students, and outside agencies
7. Closely coordinates all appropriate activities with the Office of K-12 Educational Services, K-6 and 7-12 Instruction, and the Information Systems Department
8. Coordinates and oversees district wide K-12 mentoring programs and special projects (i.e., College Boost, College and Career Mentoring Program, and Latinos Unidos)
9. Coordinates grant proposals, working with appropriate departments, external agencies, and partners to determine feasibility of implementation, budgeting, and data and reporting needs
10. Coordinates district-level and school-wide planning processes related to state and federal requirements
11. Performs other duties as assigned including support for all programs district wide