

GARDEN GROVE UNIFIED SCHOOL DISTRICT

Office of Personnel Services CERTIFICATED JOB DESCRIPTION

Director, 7-12 Instructional Services

Under supervision of the Assistant Superintendent, Secondary Education the Director is responsible for planning, developing, and directing the 7-12 instructional program.

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. Accepts responsibility for the operation of the general 7-12 instructional program
4. Identifies and organizes plans to provide appropriate instructional support services to the 7-12 program of the district in conjunction with other appropriate district staff and personnel
5. Identifies, plans, and directs inservice and staff development activities for the 7-12 schools and other areas as assigned including coaching and implementation of state standards
6. Organizes and supervises district level instructional materials, pilot and textbook selection and implementation, consults, and summer school
7. Organizes and supervises the work of 7-12 Teachers on Special Assignment
8. Serves as a member of the Leadership Team for the Induction Program
9. Responsible for the development of 7-8 and 9-12 courses of study and appropriate registration handbooks
10. Prepares and submits recommendations on curricular and instructional matters
11. Provides the necessary information and communication to assure effective coordination and articulation between assigned areas of responsibility and other district functions
12. Organizes and supervises district-wide secondary instructional contests
13. Accepts a reasonable share of other responsibilities to assure the ongoing and future success of the district's total instructional program
14. Oversees district counseling program, including 7-12 advisement, general counseling and supplemental counselors
15. Facilitates and supervises monthly Department Chair Meetings

Revised July 2017
August 2003

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