

PERRIS UNION HIGH SCHOOL DISTRICT

Board Approved: May 21, 2014

Revised: May 17, 2017

Salary Schedule: 150; Row: 2

The Governing Board desires to provide a positive work environment where employees and job applicants are assured of equal access and opportunities and are free from harassment in accordance with law. The Board prohibits district employees from discriminating against or harassing any other district employee or job applicant on the basis of the person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation. BP 4030 The Governing Board prohibits sexual harassment of district employees and job applicants. The Board also prohibits retaliatory behavior or action against district employees or other persons who complain, testify or otherwise participate in the complaint process established pursuant to this policy and administrative regulation. BP 4119.11, 4219.11, 4319.11

JOB TITLE: DIRECTOR OF LEARNING SUPPORT SERVICES

JOB PURPOSE STATEMENT: Under the direction of the Assistant Superintendent of Educational Services, works directly with school sites in the development, refinement, assessment and evaluation of curriculum standards and associated reporting systems.

JOB FUNCTIONS:

- To demonstrate and facilitate leadership and management of seventh through twelfth grade schools and programs
- To facilitate the development, refinement, assessment, and evaluation of secondary-level curriculum, standards, and reporting systems
- To assist school sites in the interpretation of assessment data, goal setting based on the data and the implementation of instructional strategies to support data-driven instruction
- To assist schools in the development of building professional learning communities that will serve to increase effectiveness and improve the school's capacity to meet the needs of students
- To demonstrate knowledge of specific secondary-level curriculum including the development of new courses of study and textbook adoptions
- To facilitate articulation of curriculum, instruction and procedures between feeder districts to the Perris Union High School District
- To work effectively in a leadership capacity with school-site, district-level and county-level administrators
- To demonstrate the ability to plan, organize, and direct the work of others
- To demonstrate the ability to make effective oral and written reports and presentations
- To demonstrate the ability to organize and maintain records and other documents related to the functions of Educational Services

JOB FUNCTIONS - continued

- Establish and maintain effective working relationships with staff, students, parents, and community members.
- To perform other duties as assigned

PHYSICAL ABILITIES:

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to communicate and obtain information in English
- Able to sit (for sustained period of time), stand, stoop, kneel, bend, lift (25 pounds), carry (25 pounds), and walk
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to operate office machines and equipment in a safe and effective manner

JOB QUALIFICATIONS:

Education Required:

- Master's Degree in Education Administration, Curriculum, or related field(s)

Experience Required:

- Minimum of five years teaching experience
- Minimum of two years experience in school administration is desirable

Credential and Licenses

- Eligible to apply for or holds a valid California Administrative Services and appropriate teaching/certificated credential (s)
- TB Clearance
- Drug/Alcohol Clearance
- Valid California Driver's License
- Criminal Justice Fingerprint Clearance

EMPLOYMENT STATUS:

- Certificated Management Position