

Western Gateway Elementary School
Job Description
Director of Educational Services
<https://www.westerngateway.school>

Job Title: Director of Educational Services
Job Classification: Exempt
Salary: Based on experience & qualifications
Contract Length: 210 Days (10 months)
Supervisor: Head of School

JOB SUMMARY:

The Director of Educational Services is responsible for partnering with school administration as a data coach, instructional specialist, learning facilitator, dual-language program coordinator, school leader, and catalyst for change and academic growth. The Director of Educational Services will play a key role in enhancing student learning by supporting instructional effectiveness through the facilitation of teacher collaboration; individual coaching; professional development planning, facilitation, and assessment of programs; strategic reform planning and leadership; and fidelity of curriculum development, alignment, and implementation. Serve as a member of the school's Leadership Team and as a resource for staff, board, and the public in interpreting and/or implementing curriculum, instruction, and assessment programs and data. Prior experience in a high-performing school setting; candidates with advanced degrees and demonstrated strong backgrounds in curriculum design, leadership of specialized programs, as well as experience with technology will be preferred. Personal characteristics necessary for the position include adaptability, high energy, growth mindset, commitment to high-quality public charter schools, and school organization, genuine desire to create a student-centered environment, outstanding communication skills, willingness to learn, and a joyful approach to the profession.

EDUCATION/EXPERIENCE

Demonstrated expertise in literacy & mathematics development, curriculum & instruction, student learning, test & data analysis, mentoring, and professional development as demonstrated by an advanced degree/training, or career experience. Demonstrated expertise in a dual-language program with the ability to provide support to teachers, staff, students, and families in both the Spanish and English languages. Demonstrated interpersonal skills (communication, problem-solving, conflict management, collaboration) to share research-based instructional approaches with adult learners and provide advice, mentoring, and coaching. Demonstrated professional commitment to instructional best practices that foster active learning, critical thinking, and high expectations for student accountability, resulting in accelerated academic growth and achievement. Preferred qualifications include experience with the NWEA MAP testing program and I-Station Assessment, as well as a strong background in State Department of Education reporting for English Learner data, Gifted and Talented reporting, and related educational data management. Minimum of Master's Degree in Education or related field. At least five (5) years or more of progressively responsible experience is preferred.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. As an instructional leader, acquire knowledge of and work to support and achieve the goals of the school and charter.
2. In collaboration with the Head of School, coordinate the school's instructional and specialized programs.
3. Serve on the Leadership Team to facilitate, implement, and evaluate the effectiveness of all academic programs.
4. Support the implementation of foundational learning standards (e.g. literacy & mathematics) and facilitate the design and alignment of the core curriculum, objectives and standards.
5. Research and assist in the selection, inventory, and development of curriculum material, technology, and instructional best practices.
6. Facilitate curriculum planning by guiding teachers in developing highly effective vertically/horizontally aligned units, lesson plans, and assessments that align to the school's goals and objectives.

7. Develop and support collaborative groups and professional learning communities that use summative, interim, and formative data to ensure accountability, interpret assessments, and implement personalization and academic growth.
8. Provide data and analysis/interpretation of the data with appropriate reflective responses seeking continual improvement and academic growth.
9. Provide research-based support to individual teachers in areas such as instructional strategies and materials, classroom climate and organization, behavior management, and professional growth and development to ensure that instruction meets student needs, grade-level content standards, and the goals of the school.
10. Provide appropriate supervision, evaluation, and feedback to teaching staff to ensure student success and provide input to administration related to teacher performance. Provide peer assistance and coaching toward meeting teachers' goals.
11. Facilitate professional development including team-teaching with colleagues and/or demonstrating model lessons.
12. Develop academic schedules and staff calendars for professional development, special events, and PLCs.
13. Obtain and maintain certification(s) as a trainer/leader in specified programs.
14. Research and field-test appropriate strategies that target the identified areas of student need and align with school goals.
15. Assist with differentiated education programs including English Learners and Gifted/Talented as well as remediation and intervention programs.
16. Coordinate the school's assessment programs by working cooperatively with staff and administration to ensure student progress and achievement of goals.
17. Coordinate the school's English Learning (EL) data and reporting for the OK State Department of Education in a timely and efficient manner.
18. Coordinate the OSTP assessment plan and serve as District Test Coordinator.
19. Serves as a resource to community members in proficiency-based promotion, interpreting school policy, securing answers to questions, and resolving issues regarding student-learning concerns.
20. Work an expanded calendar year.
21. Other duties as may be assigned.

Other Duties

1. Maintains professional competence by attending staff and leader development programs, curriculum development meetings, and other professional activities.
2. Actively participates in various student and parent activities that occur in school including but not limited to PTA, student clubs, and after-school activities and events.
3. Performs any other related duties as assigned by the Head of School or other appropriate administrators.

COMMUNICATION REQUIREMENTS:

Frequent telephone and in-person contact with the school administration, teaching and office staff, parents, volunteers, and community representatives for the exchange of information and services, and general problem-solving.

1. Written correspondence, newsletter articles, memos, and grants. Disseminate general information and education materials.
2. Attends regularly scheduled meetings to maintain collaborative efforts across all programs and departments.
3. Frequent contact with parents for purposes of advocacy, education, and general information sharing.
4. Presentations to staff and parents for purposes of training, education, and information.
5. Preparation of any reports for the WGES Board and the Oklahoma State Department of Education as requested.

Evaluation

The performance of this job will be evaluated by the school administrator(s) using informal and formal observations conducted multiple times each year.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills, and/or Abilities Required)

Must possess a Bachelor’s or Master’s degree in education or a related field. Must possess or be eligible for Oklahoma Teaching Certification with appropriate endorsement to teach Elementary School and/or Early Childhood. **Should possess native or near-native proficiency (oral and literate) in both Spanish and English and have a high degree of cultural competency.** Must possess familiarity with second language acquisition pedagogy. Must possess the ability to establish and maintain effective working relationships with students, staff, parents, and the public.

Working Conditions & Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school/classroom environment. Duties may be occasionally performed on field trips away from school. The noise level in the work environment is usually moderate.

Supervision Exercised: Grade level and subject area teachers; may include instructional assistants, volunteers, and tutors.

Supervision Received: Head of School

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties may be performed by individuals currently holding this position and additional duties may be assigned. Western Gateway Elementary School reserves the right to update, revise, or change this job description and related duties at any time.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Approvals:

Head of School Date

I acknowledge that I have received and read this job description.

Employee Name (Print) Signature Date