

## YKSD JOB DESCRIPTION



<b>JOB TITLE:</b> Director of School Operations	
<b>SUPERVISOR:</b> Superintendent	<b>CLASSIFICATION:</b> CERTIFIED (YKAA)
<b>DAYS/MONTHS:</b> 260 DAYS	

### **GENERAL RESPONSIBILITIES**

Oversees operations of all river schools and related activities; Oversees all instructional operations and professional development with the overall goal of improving student achievement, implementing and maintaining services within established guidelines and standards.

### **DUTIES & EXPECTATIONS**

1. Supervise, support and evaluate all school principals and school site activities and processes.
2. Create, implement and sustain meaningful staff development.
3. Create and support instructional programs and curriculum alignment.
4. Research a variety of information (e.g. courses, materials, training consultants, etc.) for the purpose of developing new programs that meet staff training needs.
5. Develop professional development activities (e.g. consultant's course outcomes, training staff, etc.) for the purpose of ensuring that performance outcomes are achieved within budget, department, and district objectives.
6. Assist in the development of administrative guidelines for programs serving at risk students.
7. Assist with the development of meaningful Art coursework and Native Language coursework.
8. Support the district and schools in identifying and using assessment tools for school improvement.
9. Provide professional development in data analysis, student performance, and progress monitoring.
10. Provide information concerning achievement of system-wide goals including student performance and program accomplishments. Ensure all principals are actively evaluating staff.
11. Provide evaluation and technical review of assessment data to determine maximum impact on student achievement.
12. Ensure all principals are performing walk-throughs.
13. Ensure all principals are monitoring to making sure lesson plans are completed at their schools
14. Evaluate classified and certified staff under direct supervision.
15. Ensuring that the school site is maintained as a safe and clean environment
16. Developing and maintaining the school's operational plan.
17. Establishing strong systems for data management (e.g. enrollment and attendance procedures and records).
18. Overseeing operations in a manner consistent with all applicable local, State and Federal statutes and in compliance with the organization's by-laws, policies and procedures.
19. Ensure the timely implementation of all items on YKSD's monthly administrative calendar
20. Supporting the Principal in developing, modifying and implementing the school's goals and objectives to improve student achievement.
21. Developing academic schedules conducive to student learning for regular school year and summer school.

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### **QUALIFICATIONS**

Education: Master's degree required and Alaska Type B preferred. Successful program administration experience demonstrated with emphasis on school improvement.

### **Experience:**

Five years supervisory experience and three years teaching experience required

### **Knowledge, Skills and Abilities:**

Working knowledge of:

- State and Federal regulations
- Analysis of Assessment Data
- Curriculum Alignment
- School Improvement Plans
- Superior Written and Oral Communication Skills
- Budgetary procedures
- Reporting procedures