

DEPARTMENT OF EDUCATION
STATE OF HAWAII

EDUCATIONAL DIRECTOR
Position No. 60010

Office of Curriculum, Instruction and Student Support (OCISS)
Student Support Branch

Duties Summary

Under the supervision of the Assistant Superintendent, Office of Curriculum, Instruction and Student Support (OCISS), the Director of the Student Support Branch provides leadership, direction and technical guidance to all programs within the Branch which includes Extended Learning Opportunities and Student Support, Comprehensive Student Support Services, Special Programs Management and Athletics sections.

Duties and Responsibilities

**Percentage
of Time Spent**

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| 1. | Provides leadership for the effective coordination in the development, implementation, and assessment of support services provided by the Student Support Branch.

Directs the branch in establishing an array of services, including extended learning opportunities, monitoring of state and federal mandates, and professional development for student support and learning. | 25% |
| 2. | Provides leadership and gives direction to the branch when working within OCISS, with other state offices and complex area staff as student achievement is addressed through innovative supplemental educational programs and services. Provides technical assistance and consultation services to schools, districts, complex areas and complexes. | 20% |
| 3. | Provides leadership oversight through staff utilization that includes, roles and responsibilities, selection and evaluation of personnel based on accomplishment of objectives.

Develops branch priorities of program needs through staff involvement. Reviews, critiques and ensures staff accountability for all reports and documents prepared . | 10% |
| 4. | Directs and reviews research projects undertaken in the branch, and cooperates in the coordination with research projects of other institutions and agencies. Keeps abreast of new programs, national best practices, research studies that support the direction taken by OCISS, the branch, complex areas and schools. | 10% |

5.	Provides leadership to maximize collaboration among personnel within the Student Support Branch and to cross-collaborate with the Curriculum and Instruction Branch to develop partnerships in support of increasing student achievement.	10%
6.	Reviews fiscal management of sections and assumes overall management of branch fiscal functions.	5%
7.	Conducts ongoing assessment of programs through formative, summative and other system-wide data analysis in providing directions for programs modifications.	5%
8.	Represents the Department in community groups and organizations in matters pertaining to curriculum. Reviews and/or prepares testimonies to the Legislature, reports and presentation to the Board of Education and/or other assigned groups/individuals.	5%
9.	Serves as the Department's liaison on task forces and other committees, attends meetings as requested/required; represents the Assistant Superintendent at functions as requested.	5%
10.	Performs other related duties as assigned.	5%
	TOTAL	100%

Supervision Received and Exercised

Under the general supervision of the Assistant Superintendent, Office of Curriculum, Instruction and Student Support the Director exercises general supervision over the Student Support Branch which consists of four sections (Extended Learning Opportunities and Student Support, Comprehensive Student Support Services, Special Programs Management, Athletics) of educational specialists, state office resource teachers, and classified personnel headed by:

- School Library Specialist III, Extended Learning Opportunities and Student Support, Position No. 60026
- Educational Specialist III, Comprehensive Student Support Services, Position No. 60050
- Educational Specialist III, Special Programs Management, Position No. 67674
- DOE Athletics Administrative Officer, Athletics, Position No. 69838

Direct supervision is provided to Secretary IV, Position No. 15086.

Recommended Qualifications

Training and Experience:

Graduation from an accredited college or university with a master's degree in education with specialization in one or more subject fields appropriate to the areas of assignment and nine (9) years of responsible professional work experience in education of which four (4) years shall have been in teaching and five (5) years in curriculum or program planning, as appropriate, of which two (2) years shall have involved the supervision of professional personnel; or any equivalent combination of training and experience which provides the following knowledge, abilities and skills.

Knowledge of:

Foundations of curriculum and instruction; instructional media and computers; foundations of sound instructional practices; assessment and evaluation; principles of learning and individual differences; curriculum design and development; educational statistics; purposes, methods, subject matter and materials pertinent to the areas of assignment; laws, rules, regulations and administrative procedures pertinent to the areas of assignment; research developments, trends and current issues or problems pertinent to the areas of assignment; principles and practices of supervision and management; and principles and practices of educational leadership and school level administration.

Ability to:

Manage department-wide support services programs that supports student learning; communicate effectively with others both orally and in writing; guide reasoned problem-solving and sound decision-making; effectively with state, departmental and other officials to accomplish program goals; maintain awareness of developments in the comprehensive support program areas; and facilitate improvements by managing transitions.