



Anticipated Opening: Director of Educational Services

Job Summary:

The Director of Educational Services is a pivotal role that encompasses the areas of curriculum development, instructional advancement, educational strategy, and instructional resources management.

Key Responsibilities:

- Administer continuing education initiatives in compliance with Act 48 and Act 45.
- Direct the implementation of the Statewide System of Support programs and oversee the annual scope of work.
- Lead and facilitate principal meetings for IU9 districts.
- Distribute and communicate key educational materials and updates to district superintendents, focusing on curriculum and instructional methods.
- Organize professional development and learning sessions for educators within IU9 districts.
- Implement and manage data analysis procedures, leveraging PDE data planning tools.
- Guide school districts in the alignment, enhancement, and progression of curricula.
- Collaborate on the assessment and enhancement of district programs, including teacher professional development, informed by the Pennsylvania Department of Education.
- Coordinate and refine school and district improvement strategies and plans.
- Provide consultation and support in the development of district-wide strategic plans.
- Take on additional special projects as directed by the Executive Director.

Supervisory Duties:

- Oversee the Training and Consultation Team (TaC) and Curriculum Staff.

Qualifications:

- Must possess a master's degree.
- Required to hold administrative certification (e.g., Principal, Supervisor of Curriculum & Instruction, or Superintendent Letter of Eligibility).
- Demonstrated expertise in curriculum design, mapping, and educational programs.
- Familiarity with Pennsylvania Academic Standards, Keystone Exams, Statewide Systems of Assessment, and contemporary PDE Initiatives and practices.

Skills and Abilities:

- Exceptional interpersonal and collaborative abilities.
- Strong listening, verbal, and written communication skills.
- Demonstrated leadership and team-building proficiency.
- Robust work ethic with an energetic and proactive approach to achieving goals.
- Preparedness for travel as needed.

Experience Requirements:

- A minimum of five years' teaching experience at the K-12 level.
- Experience in conducting staff training.
- Previous involvement in curriculum and professional development.

Interested applicants should submit a standard PA application, letter of interest, resume, PA certification, 3 letters of recommendation, and copies of Act 34, 114, and 151 clearances to:

Sandy Vossler, HR, Seneca Highlands IU9 119 S. Mechanic St., Smethport, PA 16749; EOE

Application packets must be received by 3:30 p.m. on May 29th