

DIRECTOR OF CURRICULUM AND INSTRUCTION**DEFINITION:**

Under general direction of the Elementary and Secondary Assistant Superintendents of Instruction, provide leadership and focus for the development, coordination, articulation, implementation and evaluation of instructional quality and content of Preschool through Adult Education curriculum and instructional materials; provide strategic planning and support for the infusion of technology; provide vision for professional development programs, oversee testing and data, and supervise coordinators, lead teachers, and other certificated and classified staff as assigned.

QUALIFICATIONS:

Experience: A minimum of five years of credentialed teaching experience and three years of administrative experience

Education: Master's Degree, preferably in Curriculum and Instruction or Education Administration

Possession of a California Administrative Credential

Possession of a valid California teaching or other related services credential

Other: A valid California driver's license

DISTINGUISHING CHARACTERISTICS:

- Work with changing priorities, regulations, and deadlines
- Analyze situations accurately and recommend necessary actions
- Perform essential job functions and job task requirements
- Be an effective team member
- Implement District-wide programs and systems
- Demonstrate skills collaborating with teachers and administrators

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Under the direction of the Elementary and Secondary Assistant Superintendents of Instruction or designee, incumbent will:

- Direct and coordinate all matters related to District curriculum, state frameworks, and content standards.
- Provide vision and leadership with the implementation of professional learning communities (PLC), professional development, and curriculum for Preschool through Adult Education programs, including the selection, adoption and implementation of instructional materials.
- Assist administrators in monitoring the implementation of the curriculum and PLCs.
- Oversee the development of curriculum and textbook guides, courses of study and course descriptions.
- Provide leadership and support for sites and departments on the integration of technology to improve student achievement.
- Work with other directors, lead teachers and principals to implement best instructional practices, monitor student achievement, differentiate instruction, and advise on master schedule build.
- Work with stakeholder groups to review Board Policies/Administrative Regulations related to instruction and provide recommendations for changes in Board Policies and procedures related to curriculum, professional development and instructional quality.
- Review, revise and modify curriculum according to the needs of students and the Board of Trustees' guidelines.
- Coordinate with the LCAP team to contribute to the annual update and goal setting process.
- Provide leadership and coordination of the Curriculum Advisory Committee, Curriculum and Instruction parent advisory committees, and various District curriculum committees and groups.
- Communicate regularly with the Assistant Superintendent of Special Education concerning student achievement, curriculum development and professional development for students with disabilities.
- Direct and coordinate English Language Development curriculum and instruction.
- Analyze assessment data and plan programs to benefit all students.
- Coordinate summer programs, inter-session and interventions.
- Provide support for (Peer Assistance and Review) PAR and Teacher Induction.
- Provide administrative leadership and oversight for meeting all legal mandates related to curriculum and professional development (e.g., Williams mandates), and share with appropriate staff current changes in legislation from federal, state, and local governments.
- Direct the preparation and maintenance of a variety of narrative and statistical reports related to assigned duties, evaluate certificated and classified personnel, and assume responsibility for the department budget.
- Attend Board meetings; prepare, and present reports to the Board as requested by the Superintendent; interpret the impact of proposals as necessary.

DIRECTOR OF CURRICULUM AND INSTRUCTION**KNOWLEDGE:**

- Education Code, District policies, District goals, District procedures, and state and federal regulations related to curriculum and instruction for both general and special education including the ability to interpret and apply rules, regulations, and standards to public school leadership.
- Communication styles to address and meet the needs of various school and community stakeholders.
- Research based implementation of curriculum, instructional strategies, professional development, and technological applications.
- Effective management of school operations, technology applications relative to education, and budget development.

ABILITIES AND SKILLS:

- Effective staff and public relations skills
- Verbal and written communication skills
- Planning and organizational techniques
- Large group and meeting facilitation skills

PHYSICAL REQUIREMENTS:

Physical Abilities include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

Significant physical abilities include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

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.
- The noise level in the work environment is usually moderate.
- Employees in this position will be required to work indoors in a standard office environment and come in direct contact with District staff and the public.