

Job Title: DIRECTOR OF CURRICULUM, INSTRUCTION AND ASSESSMENT

Definition:

Under the general supervision of the Assistant Superintendent, Education Services: assists with the development and administration of the district's curriculum, grades TK-8; works closely with teachers and administrators to assure alignment of Common Core State Standards, district instructional objectives, textbook/ instructional materials adoption, and district/ state testing; assists with design and implementation of professional training which supports the district instructional program and 21st Century Learning for the primary purpose of improving student achievement.

Essential Job Duties:

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Review, revise and develop all curriculum programs (English Language Arts, Math, Science, Social Studies, etc.) which support district educational objectives.
2. Coordinate alignment of the district's curriculum including curricula objectives, instructional materials and evaluation of instruction.
3. Coordinate and support core and Intervention programs in the areas of instruction, curriculum, assessment and professional development.
4. Coordinate development of instructional guidelines, Year-at-a-Glance, and district benchmark assessments.
5. Coordinate and support Instructional Coaching, Professional Learning Communities, data analysis, and the Multi-Tiered Systems of Supports process.
6. Assist in planning and facilitation of staff development programs for certificated employees.
7. Coordinate evaluation and selection of instructional materials.
8. Facilitate meetings of site administrators, teachers, and curriculum specialists to assist in maintaining district awareness of innovative materials and approaches.
9. Serve as a resource person for curriculum and staff development committees by facilitating communications, preparing reports and compiling research.
10. Coordinates Williams Instructional Materials compliance process.
11. Supervises district instructional coaches.
12. Works closely with Director of Assessment and Educational Technology to create and implement local assessments.
13. Designs and implements systems, structures and supports for increased student learning and achievement.
14. Perform other related duties as assigned.

Minimum Knowledge, Skill and Ability

Knowledge of:

- District instructional objectives
- State frame works and curriculum design and development
- District testing practices and procedure

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- Professional development
- School and District Policies and Procedures
- Computer and related software
- Lesson design and delivery
- Funding and grant opportunities
- English usage, spelling, grammar and punctuation

Skill and Ability to:

- Maintain professional confidentiality
- Establish a structure for a strong parent/professional partnership in district programs
- Work harmoniously with school community, District personnel, supervisors, departments, parents and students
- Provide leadership in coordination of curriculum and instructional program needs assessment
- Understand and follow oral and written instructions
- Produce written reports
- Maintain accurate records
- Communicate effectively, both orally and in writing

Training and Experience:

- MA/MS Degree in Educational Administration or related field
- Appropriate Administrative Credential
- Three (3) years classroom teaching experience, five (5) years administrative experience
- Experience in employee-employer relations/personnel

Physical Requirements and Working Conditions:

- Require vision (which may be corrected) to read small print.
- Require the mobility to stand, stoop, reach and bend. Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Perform work, which may require sitting for prolonged periods.
- Is subject to inside environmental conditions.
- May be required to work at a computer terminal for prolonged periods.
- Will be required to have live scan fingerprinting completed and cleared prior to beginning work.
- May be required to take and pass physical examination.
- May be required to attend periodic evening meetings and/or travel within and out of District boundaries to attend meetings.
- Must have a valid California driver's license and be insured.
- Utilize own vehicle for transportation as needed.

PHYSICAL REQUIREMENT INFORMATION

Physical Demands:	HPD = Hrs. Per Day		
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	Rarely (0 – 1.5 HPD)	Occasionally (1.5-3 HPD)	Frequently (3 – 6 HPD)
Sitting		X	
Standing		X	
Walking			X
Bending (neck)		X	
Bending (waist)	X		
Kneeling	X		
Reaching		X	
Stooping	X		
Crawling	X		
Twisting (back & neck)	X		
Climbing	X		
Pushing/Pulling		X	

Lifting				Carrying		
	Rarely (0-1.5HPD)	Occasionally (1.5 – 3HPD)	Frequently (3 – 6HPD)	Rarely (0-1.5HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
0–10 lbs.		X			X	
11–25 lbs.	X			X		
26–50 lbs.	X			X		
51–75 lbs.	X			X		

Mental Demands:	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
Problem Solve			X
Make Decisions			X
Supervise			X
Interpret Data		X	
Organize			X
Write			X
Plan			X
Multi-Task			X

Equipment Use:	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
Telephone		X	
Copier	X		
Computer		X	
FAX Machine	X		
Radio	X		