

ORANGE UNIFIED SCHOOL DISTRICT

EXECUTIVE DIRECTOR, K-12 CURRICULUM, INSTRUCTION & SCHOOL SUPPORT

DEFINITION

Under direction of the Assistant Superintendent of Educational Services, to plan, organize, manage, and coordinate the TK-12 curriculum, instruction, and Career Technical Education (CTE), Elementary Visual and Performing Arts (VAPA), Advancement Via Individual Determination (AVID), Gifted and Talented Education (GATE), Adult Education and District Induction programs; to plan, organize, and coordinate the instructional program design and delivery systems; to plan, organize, design, and implement curriculum and instruction programs and activities to ensure optimal educational opportunities and growth experiences; to plan, organize, and direct research and development processes, including educational assessment, forecasting, and evaluation processes; to assist in the planning, development, and implementation of Board policies, superintendent regulations, and the strategies for achieving District goals and objectives; and to do other related functions as directed.

DISTINGUISHING CHARACTERISTICS

This position classification requires subject matter expertise in educational programming, and curriculum, instructional strategies and educational assessment. Directly related administrative and leadership experience is necessary to manage the District elementary and secondary instructional programs and services, including CTE, VAPA, AVID, GATE, Adult Education and Induction. The job requires the ability to analyze, develop and offer alternative problem solutions to curriculum and instruction issues and concerns. Decisions are made by the incumbent that have a critical impact on the District goals, and the organization and administration of instructional programs and services. The position further involves the direct supervision and coaching of site principals and Office of Curriculum Administrators and Coordinators. This entails goal setting, monitoring, reflection, and the facilitation of a continual feedback loop. The position classification has the responsibility for planning, assigning, reviewing, and evaluating the quality and quantity of work of professional, technical and clerical employees. The incumbent frequently meets with teachers, support and administrative personnel, parents and community members to influence, motivate and monitor the result objectives of the curriculum, instruction and assessment school-wide plans. This position classification performs light work that involves sitting a portion of the time, but does require walking and standing for extended periods. This position requires accurate distinguishing of sound, near and far vision, depth perception, working with educational materials and objects, and providing and receiving oral information and direction. Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

ESSENTIAL DUTIES

- Serve as an advisor to District personnel pertaining to the various aspects of the District elementary and secondary curriculum, instruction design, assessment and delivery systems.
- Provide leadership in the development of processes, strategies, and feasibility planning to ensure that the necessary human and monetary resources are appropriately utilized in order to achieve the District planned results.
- Plan, organize, develop, and implement the instructional service goals and objectives, and establish communication feedback systems for CTE, AVID, GATE, VAPA, Adult Education & Induction Programs.
- Plan, organize, and coordinate the District curriculum, and the strategies and techniques for achieving optimal educational and instructional results.

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- Provide leadership, support, and assistance to staff, District personnel, and members of the educational community to effect thorough and complete communication.
- Plan, organize, and conduct research and assessment activities, including research and development, and the planning and forecasting of future instructional service programs, and in the implementation of staff development districtwide.
- Plan, organize, and prepare a variety of program and grant reports monthly, quarterly, and at the end of the year.
- Plan, organize, and develop special funding grant applications, and seek out funding sources for curriculum and instruction programs.
- Coaches and evaluates performance of assigned principals and Office of Curriculum & Instruction administrators.
- Plan and lead monthly principals' meetings with agendas that include district instructional focuses, leadership growth, and operational information as needed.
- Oversee the organization and administration of the District's Summer School Program, recommend the curriculum for approval of the Superintendent and the Board, supervise the edit of course brochure, approve hours of instruction, and resolve operational problems.
- Attend monthly Career Technical Education Partnership (CTEp) and Rancho Santiago Adult Education Consortium meetings and provide liaison between all school sites.
- Work collaboratively with Santiago Canyon College on all Dual/Concurrent Enrollment Courses, including those offered at the OHS Early College Academy.
- Plan, develop, and conduct public and community relations programs pertaining to instructional program functions and activities, including CTE, AVID, VAPA, GATE and Adult Education.
- Provide leadership and expertise in guiding and advising District advisory committees and groups, including the District Curriculum Council.
- Assist in feasibility planning in determining procedures and guidelines that effectively resolve conflicts and assist in coalition building processes.
- Plan, organize, and participate in the evaluation and selection of textbooks and instructional materials and equipment.
- Assumes responsibilities for planning, implementation and evaluation of the CTE, AVID, VAPA, GATE, Adult Education and Induction programs, including compliance with local, state, and federal regulations and procedures.
- Prepares and oversees the annual budget for Office of Curriculum & Instruction, Office of Secondary Education, CTE, AVID, VAPA, GATE, Adult Education and Induction programs.
- Assists in recruitment, selection, and assignment of CTE, VAPA, Adult Education teacher(s), as well as AVID tutors.

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QUALIFICATIONS

Knowledge of:

Principles, practices, trends, goals, and objectives of public education;
Philosophical, educational, fiscal, and legal aspects affecting school district curriculum and instructional processes;
Legal mandates, policies and regulations pertaining to curriculum & instruction, CTE, Adult Education, AVID, Induction and GATE programs;
Organization, management, planning, and evaluation strategies, techniques, and procedures;
Curriculum, instructional design and assessment systems, including audit and evaluation processes that determine educational program effectiveness;
Instructional program forecasting, projecting, auditing, and the coordinating of a variety of information and data management, storage, retrieval, and dissemination systems;
Research and development strategies, processes, and techniques;
Human relationships, conflict resolution strategies, and procedures, and team management building methods and techniques;
Instructional support programs, services and networks.

Ability to:

Plan, organize, and coordinate the District curriculum, instruction, and applicable programs;
Plan, organize, coordinate, train and evaluate the performance of personnel;
Plan, organize, and develop instructional service budget planning, and expenditure control processes and procedures;
Demonstrate leadership qualities and utilize motivational techniques and strategies in the development of an operational instructional mode that is cost effective and cost beneficial;
Evaluate and analyze complex problems, issues, and concerns, and recommend appropriate alternative solutions;
Communicate effectively in oral and written English;
Establish and maintain cooperative organizational, public, and educational community relationships.

EXPERIENCE AND EDUCATION

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

Experience:

Five years of experience that has provided the applicant with the knowledge and abilities listed above, including experience in a responsible school or District administrative position performing instructional leadership and related functions.

Education:

Administrative Services Credential; possession of a Master's degree or higher degree in educational administration, instructional supervision, curriculum, development and design, or closely related field.

License Requirement

Possession of a valid California Motor Vehicle Operator's License.

Condition of Employment

Insurability by the District's liability insurance carrier.