



DIRECTOR OF CURRICULUM, INSTRUCTION AND ACCOUNTABILITY

Job Description

JOB SUMMARY

Under the general direction of the Assistant Superintendent of Educational Services, assists with the implementation, accountability, and monitoring of department duties to include but not limited to standards implementation and training, instructional coaching, testing and assessments, academic intervention, program improvement, English language learners program compliance, and use of the electronic data management systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Reviews and assists with the development and/or selection of curricula.
- Assists principals and teachers with instructional practices related to standards implementation.
- Provides support and training for staff in Standards implementation, assessment and curriculum mapping.
- Provides support to principals to differentiate students' academic needs (enrichment, below grade level, etc.).
- Gathers data and presents recommendations to Management Team, Instructional Leadership Committee, the Board of Trustees, and other groups.
- Supervises the implementation and administration of State and local testing programs
- Coordinates and Supervises the implementation of summer EL Academy
- Supervises all Categorical Programs, such as Title I, Title II, Title III.
- Prepares the reports for state and federal agencies for accountability plans such as the LEA, LCAP, Title I, II, III, ESSA, etc.
- Supervises the implementation of Federal, State, and local grants including evaluation and end-of-year reports.
- Plans and implements Parent Education for Title I and English Language Learners.
- Monitors and supports program improvement efforts and requirements.
- Monitors and supports Language Acquisition (ELD) and Dual Language Immersion programs in the district.
- Assists principals, staff and parents in grant writing.
- Serves as the liaison between the private schools and the District in providing federal and state mandated support service to private school children.
- Serves as a staff liaison for, or as a member of, appropriate committees.
- Provides extended curriculum support as needed
- Attends Board meetings as required.
- Collaborates with business services to coordinate and/or provide services to school sites on state or federal program finance requirements.
- Researches current leadership and teacher practices for the purpose of supporting improved student achievement with special attention to unduplicated student groups.

- Participates in meetings, workshops, trainings, and seminars with district staff and site staff and administrators, parents and community groups for the purpose of keeping them current on regulations and requirements, understanding and preparing for Federal Program Monitoring (FPM) and implementing a highly effective Local Control and Accountability Plan (LCAP) and Local Control Funding Formula (LCFF) and responding to general inquiries and/or concerns.
- Other related duties as assigned.

OTHER RELATED DUTIES

- Collaborates with staff to implement the EL evaluation plan and assessment of categorical programs.
- Acts as the liaison between the District and the San Diego County Office of Education by attending categorical directors' meetings
- Facilitates District English Learner Advisory Committee and District Advisory Committee
- Serves as LEA Administrator for CALPADS, ELPAC, CAASPP and CARS

QUALIFICATIONS

Knowledge of:

- Curriculum and effective teaching practices
- Evaluation and assessment practices
- Second Language Acquisition
- Dual Language Immersion programs
- Response to Intervention models
- Modern office methods, equipment, and procedures
- District operations, policies, rules, and regulations
- Federal and state categorical programs and related fiscal policies
- Adult learning theory
- Federal and state accountability systems

Ability to:

- Develop and maintain effective working relationships with staff, administrators, vendors, and community members.
- Read, interpret and apply complex rules, and regulations as it relates to federal and state program, funding, and assessment information.
- Communicate effectively with staff, parents, principals, school sites, community members, and government agencies in both oral and written form.
- Train, supervise and support employees.
- Plan and present professional development.
- Analyze issues and create action plans including problem solving with data requires analysis based on organizational objectives.

Education, Licenses and Other Requirements:

- Possess valid California Teaching and Administrative Services Credentials
- Bilingual preferred

Experience:

- 5 years of successful teaching experience
- Site level administrative experience preferred

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; reach with hands and arms; and stoop, kneel, crouch, or crawl.

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.

Approved: 07/25/17