

# Oak Grove School District

**JOB TITLE:** Director of Curriculum, Instruction, and Assessment

**SALARY RANGE:** F(8)

## **DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:**

Under the supervision of the Assistant Superintendent of Educational Services Division, provides administrative and curriculum leadership for the planning, development, organization, and coordination of transitional-kindergarten through eighth grade curriculum, assessments, and professional services; serves as the principal advisor to the Assistant Superintendent of Educational Services regarding key issues and concerns emanating from matters related to curriculum and staff development; and performs all other related duties.

## **ESSENTIAL JOB FUNCTIONS:**

The following is a list of duties that are representative of the position that include, but are not limited to:

- Direct the implementation of state standards, frameworks, adopted material, and the implementation of effective instructional strategies which meet the needs of a diverse student population
- Implement instructional support and staff development provided by curriculum departments, including math, science, language arts, social studies, physical education, and English Learners
- Lead Multi-Tiered Systems of Support (MTSS) development, communication and systemic implementation
- Responsible for the operation, supervision, and evaluation of the Educational Services Division administrative and support staff
- Manage and organize the services of instructional coaches and educational consultants
- Responsible for the adoption and implementation of the District curriculum program and related instructional materials
- Responsible for the coordination and operation of curriculum support programs and intervention
- Provide instructional support services to school level curriculum, instruction, and staff development programs
- Communicate with other administrators, personnel, and outside organizations to coordinate activities and programs, resolve issues and conflicts, and exchange information related to curriculum
- Communicate with District instructional coaches to strengthen the instructional programs at the sites
- Responsible for the District summer school programs
- Coordinate library services and support for site library aides
- Direct the GATE program, EL program, and other District instructional programs
- Develop, allocate and monitor budgets for assigned programs, materials, and inventories
- Coordinate, administrate, and analyze state and local assessments; including physical fitness testing

- Analyze data to promote student achievement, enhance program implementation, and determine the effectiveness of instructional programs and initiatives, assessments, District professional development, and support strategies
- Assist with technology development for instruction and curriculum enhancement
- Attend or participate in required District, Board, and committee meetings, and other activities deemed necessary by the Assistant Superintendent
- Provide timely reports to the Board, administration, and other staff
- Perform related duties as assigned

**EMPLOYMENT STANDARDS:**

- Ability to understand and interpret laws, rules, and regulations relating to student instruction
- Ability to plan, organize, coordinate and direct the District's curriculum program
- Ability to lead the development of curriculum and assessments
- Ability to counsel and advise management and all levels of staff in sensitive issues and courses of action
- Ability to communicate orally and in writing with large and small audiences
- Ability to administer assigned programs
- Ability to work in both authority and non-authority relationships with others on a routine basis
- Ability to meet physical requirements necessary to safely and effectively perform required duties
- Ability to follow oral and written directions
- Ability to get along with co-workers and deal with the general public tactfully, courteously and professionally

**KNOWLEDGE OF:**

- Principles, practices, trends, goals, and objectives of public education
- Applicable laws, codes, regulations, policies, and procedures as it relates to instruction
- Philosophical, educational, fiscal, and legal aspects affecting District curriculum and instruction processes
- Theories, techniques, and methodologies of instruction
- Curriculum and instruction design and delivery systems, including audit and evaluation processes that determine process effectiveness
- Curriculum and assessment support programs, services and networks
- Human relationships, conflict resolution strategies, and procedures
- Interpersonal skills using tact, patience, and courtesy
- Effective oral and written communication skills

**SKILL AND ABILITY TO:**

- Plan, direct, and coordinate curriculum and best instructional practices
- Plan and organize work to meet schedules and timelines
- Work independently with little direction
- Prepare and deliver effective presentations to diverse audiences
- Meet District standards of professional conduct as outlined in Board Policy

- Plan, develop, organize, and conduct motivational and team building processes, and train, evaluate, and manage the functions and activities of District staff
- Communicate effectively in oral and written form
- Understand and carry out oral and written directions
- CA Driver's License and/or the ability to be at various schools sites and attend meetings, as applicable
- Establish and maintain cooperative and effective working relationships with others
- Supervise and evaluate the performance of assigned staff

**WORKING CONDITIONS:**

- Office environment and outside weather conditions, as applicable
- Driving a vehicle to conduct work at office and school sites

**PHYSICAL FUNCTIONS:**

- Sit and stand for extended periods of time
- Accurate perceiving of sound, near and far vision, and depth perception
- Reach in all directions
- Ability to lift 25 pounds maximum and carry objects weighing 15 pounds
- Bend, twist, kneel and stoop
- Write legible reports
- Read notes, memos and printed material
- Speak clearly and communicate effectively
- Observe classroom instructional practices with the use of curriculum materials

**EDUCATION AND EXPERIENCE:**

- MA Credential in Education from an accredited university or college.
- Three (3) to five (5) years increasingly responsible management experience preferred
- Four (4) years teaching experience in a variety of grade levels/subjects preferred

We are dedicated to fostering a diverse, inclusive, and equitable workplace where all individuals are respected, valued, and empowered to contribute their unique perspectives and talents. Our organization is committed to providing equal employment opportunities to all employees and applicants for employment without regard to race, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, veteran status, or any other characteristic protected by applicable federal, state, or local law.

Our organization is a Drug and Tobacco-Free Workplace.

Our organization requires a successful candidate to undergo fingerprinting clearance, provide proof of TB clearance, provide us with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act. All new employees will be required to complete mandated training and certifications required by state law and District regulations related to employment in a school setting. Inquiries regarding compliance procedures may be directed to our Human Resources Department.