

## TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

**POSITION TITLE:** Director of Curriculum and Accountability/Principal Tracy Independent Study Charter School

**DEPARTMENT:** Educational Services

### **POSITION SUMMARY:**

The Director of Curriculum and Accountability/Principal Tracy Independent Study Charter School under the supervision of the Associate Superintendent for Educational Services, provides leadership and supervision of the K-12 state curriculum and accountability requirements. This position also serves as the Tracy Independent Study Charter School principal.

### **ESSENTIAL FUNCTIONS:**

1. Directs, develops, implements, evaluates and establishes standards of achievement and State wide assessment programs and data storage/reporting systems.
2. Monitors data in District data storage/reporting systems for accuracy and works with school sites/other district departments to correct errors (e.g. state assessment data; English learner records).
3. Provides leadership and assistance to site and District personnel in identifying, planning, developing and implementing continuous improvement processes.
4. Coordinates and provides reports on project financial data and prepares final claim forms.
5. Evaluates and supervises the Assessment Specialist.
6. Meets with local advisory groups to discuss project applications and requirements.
7. Serves as the liaison representative in the field of assessment and accountability with the Federal, State, Regional and County offices.
8. Assists in interpreting the instructional programs and state assessment & accountability data, to the community.
9. Plans, organizes, directs and supervises the administrative systems for the Office of Curriculum and Accountability.
10. Assists in the determination of the educational needs and the goals of the community and the school district.
11. Assists with development of Pre-K-12 curriculum including coordination of the District's Curriculum committees.
12. Develops policies, administrative regulations and guidelines for all programs under the direction of the Office of Curriculum and Accountability.
13. Develops contacts with state and national organizations for the purpose of enhancing and improving state assessment and accountability processes.
14. Coordinates collection and submission of data and other records for state and federal agencies (e.g. Civil Rights Data Collection, Federal Program Monitoring, School Accountability Report Card)
15. Coordinates and provides the necessary in-service for staff to implement state assessments and analyze data.
16. Participates in curriculum development, facility planning, personnel and budget functions, and task forces that will enhance the District's educational programs.
17. Serves as chief spokesperson for the District on state assessment and accountability.
18. Evaluates the effectiveness of the various educational programs under the direction of the Office of Curriculum and Accountability and makes program modifications, additions and deletions as appropriate.
19. Assists in functions and services in the Educational Services Division as deemed necessary.
20. Coordinates the activities to identify and apply for funding sources to support the office functions of the Director of Curriculum and Accountability.

21. Receives and investigates parent complaints, Uniform Complaint Procedures related to instructional materials and facilities under the Williams Compliance regulations, and processes appeals related to student progress and placement.
22. Directs, develops, implements, evaluates, and establishes MTSS: SST, 504, and Dyslexia screening processes.
23. Serves as the Principal of Tracy Independent Study Charter School overseeing all functions of the school, including evaluating classified and certificated staff.
24. Maintains regular and prompt attendance in the workplace.
25. Performs other related duties as assigned.

**EDUCATION AND EXPERIENCE:** Ability to provide and carry out oral and written directions in English, to read and speak at a level sufficient to fulfill the duties described. Masters Degree or ability to obtain and valid Administrative Services credential are required; Doctorate preferred. Successful experience as a school or district administrator with experience in developing and implementing education programs for students in K-12 including school budgeting. Knowledge and experience of state assessments and accountability measures. Possession of an appropriate California driver's license; have willingness and ability to travel throughout the District.

**SKILLS AND QUALIFICATIONS:**

1. Knowledge of business and management principles involved in strategic planning, resource allocation, and using assessment data to monitor and measure student achievement.
2. Knowledge of operating policies, rules and procedures of the school district.
3. Ability to maintain cooperative working relationships with those contacted in the course of work; apply strong communication skills both orally and in writing, and maintain confidentiality.
4. Ability to apply effective leadership skills.
5. Ability to prepare comprehensive reports.
6. Knowledge of Assessment, Data Management, and Continuous Improvement processes.
7. Ability to select and manage classified and certificated staff with skills and abilities that match school needs and enhance program effectiveness.
8. Ability to apply quality management tools to organizational data and make process improvement changes.
9. Knowledge and experience of state assessments and accountability measures.

**PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Stand and/or walk on hard and/or uneven surfaces for extended periods of time.
3. Bend, squat, stoop and/or climb for extended periods of time.
4. Reach overhead, grasp, push/pull up to 25 pounds for short distances.
5. Enter data/information in a computer terminal and operate standard office equipment for extended periods of time.
6. See and read a computer screen and printed matter with or without vision aids.
7. Speak so that others may understand at normal levels and on the telephone.
8. Hear and understand at normal levels and on the telephone with or without hearing aids.
9. Lift and carry up to 25 lbs. at shoulder height for short distances.

**WORK ENVIRONMENT:**

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with District and site staff, and the public. In addition, the the Director of Curriculum and Accountability/Principal Tracy Independent Study Charter School may perform duties and responsibilities that occur outside the school campus and District Office for related activities and events, including off-site meetings and/or trainings.

**SALARY:** Leadership/Management Salary Range 58

**DAYS OF SERVICE:** 225 days

Board Approved: TUSD 12/12/00  
Revised: TUSD 03/28/06  
Revised (salary only): TUSD 8/25/15, 11/8/16  
Revised: TUSD 3/13/18  
Revised: TUSD 9/28/21