

**POSITION TITLE:** Director of Curriculum and Instruction

**QUALIFICATIONS:** Postgraduate professional license with endorsement in administration and supervision or the ability to acquire licensure within 90 days of hire and at least five years of education leadership experience. Bilingual candidates, with proficiency in Spanish, preferred. Experience as a school principal preferred. Demonstrated success in leading school systems in the improvement of teaching and learning. Significant management experience with demonstrated success in developing, coaching and building the capacity of staff. Demonstrated ability to set and achieve goals grounded in positive results for all students. Knowledge of the following job-related domains: elements of effective academic models and high-quality curricula, content knowledge, federal and state K-12 curriculum and assessment standards; effective instructional practices, including students supports and interventions to ensure all students succeed; innovative approaches to teacher and school leader development; innovative efforts and approaches to using technology to re-imagine the education process and measurement and improvement of efforts to advance teaching and learning. The ability to learn quickly, work in a fast-paced environment, prioritize and manage competing demands for time. Strong interpersonal and team work skills, and strong organizational skills, including keen attention to detail; must be able to lead across all levels of the organization, including particular skill in lateral/peer to peer collaboration and management to accomplish goals. Exceptional communication skills, written, verbal and presentation mode; as well as, the ability to engage diverse stakeholders to solve problems and develop student-focused solutions and demonstrated emotional intelligence necessary to work across the school division and the community.

**PERFORMANCE EXPECTATIONS:** The Curriculum and Instruction Director is responsible for the design, development, and implementation of the K-12 academic model, ensuring every student, in every Richmond Public Schools school has access to a high-quality program of study that prepares them for success along each stage of their academic career. Based on the academic model, the Director is also responsible for ensuring an aligned curriculum and integrated professional learning strategy that brings teaching and learning to consistently high levels of quality across the school division. Academic model development across all grades and core academic subjects, including the design, development and implementation of common student support practices; ensuring curriculum, instruction and assessments are appropriately aligned, and teachers have the resources needed to provide supports to all students. Collaborates with other division teams to ensure consistently aligned vision, strategy and communication to schools and teachers regarding the academic model. Elevates challenges that arise with the academic model, and works with the Chief Academic Office, Chief Schools Officer, principals and teachers to inform and improve model, and recommends innovative programs and approaches to incorporate into academic model. Develops and implements plans for professional learning and development of instructional staff to implement the academic model and improve overall teaching and learning. Plans for, monitors and evaluates the implementation of division-wide initiatives. Analysis of academic achievement data to understand impact, develop goals and solutions grounded in data, and disaggregates data to understand root causes and lead improvements in outcomes for all students. Monitors key metrics to determine success of each academic area; promotes data-driven decision making across the division. Uses insights from student performance data across school division to inform continuous improvement of curriculum, instruction and assessments, incorporating input from school leaders, teachers and community members. Assesses impact of professional development and continuously improves based on performance data and knowledge of promising field practices. Lead, coach and manage the academic services team to ensure the team provides exceptional leadership, service and support to school leaders, teachers and division staff needed to reach ambitious outcomes for students. Coaches team members on

managing the multitude of challenges that arise in their roles, providing support and empowering them to improve outcomes in their areas of responsibility; promotes strong academic culture throughout academics team, ensuring team focuses all activities on improving student outcomes in college, career, and civic readiness. Advises principals and curriculum/program leaders in how to consider and weigh school, community, and broader implications when making key decisions. Identifies priority stakeholder groups with whom to consult and partner to drive effective decision making. Form and lead various working groups as needed. Collaborate closely with other central division teams, as well as principals and teachers to accomplish division goals. Performs other related duties as assigned.

**GENERAL DEFINITION AND CONDITIONS OF WORK:** Performs executive level leadership in an office environment. Work requires travel to school sites during the day, frequent standing, sitting, light lifting up to 10 pounds, walking, vocal communication for expressing or exchanging ideas, hearing to perceive information at a normal spoken word level, and visual acuity for preparing and analyzing written or computer data. Some evening commitments are also required.

**REPORTS TO:** Chief Academic Officer

**PAY SCHEDULE:** Unified Pay Schedule, Pay Grade 133

**LENGTH OF CONTRACT:** 260 Days (12 months)

**FLSA:** Exempt