

JOB DESCRIPTION
San Diego County Office of Education

Administrator, Curriculum and Instruction

Purpose Statement:

The job of Administrator, Curriculum and Instruction for Momentum Learning, is done for the purpose/s of planning, organizing and providing curricular, instructional and administrative leadership and guidance to staff and students in one or more assigned schools, camps, or juvenile hall facilities; under the direction of the Senior Director, the Administrator, Curriculum and Instruction, implements instructional programs; serves as liaison with districts, the County Office, community agencies, parents and the public; coordinates activities and addresses issues, situations and/or problems that arise on campus or with enrolled students.

Essential Functions:

- Plans, organizes and provides guidance on curriculum and instructional systems, performs a full range of assessment activities to support the implementation of adopted instructional materials.
- Collaborates with a variety of groups and/or individuals (e.g. other administrators, staff, public agencies, community groups, County probation staff, parents, etc.) for the purpose of implementing and/or maintaining services and programs for optimal student achievement
- Directs and plans professional learning opportunities for Momentum Learning staff in the area of curriculum, instruction, and assessment.
- Coordinates the evaluation and selection of textbooks, audio-visual materials, computer programs/applications and hardware, and other instructional materials and equipment.
- Assists in the development of budgets for curriculum areas, categorical funds, grants, and other funds.
- Chairs meetings of curriculum committees as assigned.
- Coordinates educational and school programs with a variety of agencies (e.g. CA Dept. of Education, Probation department, Department of Social Services, local school districts comprising SELPA, community-based organizations and agencies, etc.) for the purpose of meeting the needs of students, certifying student eligibility for graduation, enhancing service delivery and complying with program requirements.
- Develops and implements methods and procedures for dealing with inappropriate or unsafe student behaviors in a variety of educational environments (e.g. consequences, rewards, awards, etc.) for the purpose of ensuring a safe and secure learning environment.
- Engages staff in dialogue about teaching practices, program improvements, professional development opportunities and needs, etc. for the purpose of developing curriculum and instructional programs that provide students with rigorous and exciting learning experiences and comply with mandated requirements.
- Implements policies, procedures and/or processes (e.g. safety, security, crisis teams, emergency response planning, county initiatives, etc.) for the purpose of providing direction and/or complying with County Office, US and California Departments of Education, safety, ELL, Special Education and other mandated requirements.
- Intervenes in occurrences of inappropriate behavior of students for the purpose of ensuring the health, safety and welfare of students and staff, assisting students in modifying such behavior and developing successful interpersonal skills.
- Assists in the organization, staffing and operational activities for school sites for the purpose of assuring the health, safety and welfare of students and staff.
- Participates as a member or facilitator in meetings, workshops and seminars that frequently involve a

range of issues (e.g. common core standards, behavioral plans, IEPs, assessment, staff development, actions involving outside agencies, parent conferences, etc.) for the purpose of identifying issues, developing recommendations, providing training, exchanging information, gaining feedback, and enhancing leadership and management capabilities.

- Coordinates business operations at assigned sites (e.g. allocation of funds, management and inventory of instructional materials and equipment, building and grounds maintenance, etc.) for the purpose of providing financial guidance and maintaining efficient school operations.
- Assists the Principal in the preparation and maintenance of a wide variety of mandated records and reports (e.g. academic achievement and certification for graduation, bulletins, newsletters, discipline, safety, contracts, insurance, master schedules, ratings, plant facilities, staff disciplinary documents, improvement plans, etc.) for the purpose of documenting activities and issues, implementing and maintaining programs and services
- Represents the school within community forums and other groups for the purpose of maintaining ongoing community support for educational goals and providing equitable learning opportunities for all students.
- Responds to inquiries, and complaints from internal and external parties (e.g. parents, students, teachers and officials from other school districts and agencies, general public, etc.) for the purpose of facilitating communication, identifying the relevant issues and recommending or implementing a plan of action that will efficiently resolve the issue.
- Supervises certificated and classified staff at assigned location(s) (e.g. interviewing, assigning, evaluating, supervising, coaching, handling misconduct issues, providing staff development opportunities, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and meeting school objectives.
- Supports the Principal regarding administrative job functions for the purpose of providing technical information and assistance, assisting in the formulation and implementation of policies, procedures, programs and practices.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements:

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: planning and managing projects; using pertinent software applications; preparing and maintaining accurate records; analyzing data; applying curriculum and instructional techniques; counseling and mentoring employees; enforcing discipline policies; enforcing rules and regulations; and administering personnel policies.

KNOWLEDGE is required to review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent codes, policies, PBIS, regulations and/or laws; conflict resolution, restorative practices, trauma informed practices; bookkeeping principles, and concepts of management and supervision; operational services of an alternative educational program; effective teaching and instructional methods; business telephone etiquette; practices of personnel administration; school safety and security practices; and stages of child development.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or

classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with significant diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Independent problem solving is required to analyze issues and create action plan. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; setting priorities; working as part of a team; working with frequent interruptions; creating a positive school climate for students, staff and community; motivating staff; and adapting to changing work priorities.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; managing multiple departments; supervising the use of funds. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Working Environment:

Classroom, detention facility, and office environment. The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally, the job requires 75% sitting, 15% walking, and 10% standing. The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness.

Experience: Three (3) years of increasingly responsible educational services experience in a school setting. Experience in coaching and evaluating instructional staff preferred.

Education: Master's degree in education, educational leadership, or other job-related area, including coursework in instructional leadership and/or organizational change.

Equivalency: Any combination of education and experience equivalent to a master's degree in education, educational leadership, or other job-related area, including course work in instructional leadership and/or organizational change, and three (3) years of increasingly responsible educational services experience in a school setting. Experience in coaching and evaluating instructional staff preferred.

Required Testing

Continuing Educ./Training

Maintains Certificates and/or Licenses

Certificates

CA Administrative Services
Credential;

CA Teaching Credential;

Valid CA Driver's License and Evidence of
Insurability

Clearances

Criminal Justice Fingerprint/Background
Clearance

Tuberculosis Clearance

FLSA Status: Exempt

Salary Range: Certificated Management Grade 46

SLT Approval Date: