

JOB DESCRIPTION
San Diego County Office of Education

Senior Director, Curriculum and Instruction

Purpose Statement

The job of Senior Director, Curriculum and Instruction is done for the purpose/s of leading a team of content area specialists to research, develop, implement, and assess professional learning that supports schools and districts to implement high quality, standards-based teaching and learning; and serves as a resource to program representatives and the County Office.

Essential Functions

- Attends, participates, and leads a variety of conferences, meetings, and workshops (e.g. monthly District Assistance and Intervention Team (DAIT) cabinet meetings, department and inter-departmental committee meetings, task forces, state, regional and district committee meetings, work groups and advisory board meetings, etc.) for the purpose of addressing instruction and curriculum, college and career readiness and/or leading the work of as assigned committees and work groups addressing SDCOE goals, objectives and strategic plan.
- Collaborates with internal and external personnel (e.g. Assistant Superintendents of Curriculum and Instruction, Executive Director, other administrators, personnel, outside organizations, etc.) for the purpose of coordinating activities and programs, resolving issues and conflicts, exchanging information and developing policies and procedures that build countywide coherence and efficiencies.
- Compiles and analyzes national, state and district level data, trends and policies related to education for the purpose of identifying and anticipating district and school needs, and designing services to address these needs.
- Coordinates regional and state leadership meetings for the purpose of establishing networks for regular communication with district leaders regarding current curriculum and instruction initiatives.
- Designs and coordinates staff development and training activities within the Learning and Leadership division and across divisions and countywide for the purpose of implementing professional development activities that address training needs and promotes and models personal commitment to ongoing professional learning.
- Develops, leads and brokers services to local districts for the purpose of supporting the implementation of California State Standards for Mathematics, English Language Arts, English Language development, Next Generation Science Standards and the future rollout frameworks and standards in History-Social Science, Visual and Performing Arts, Physical Education and Technical Subjects , effective language programs including Dual Language, World language and services/programs for English Learners.
- Directs content area coordinators and program specialist in providing a variety of services (e.g. department operations; the maintenance of services and the implementation of new programs and/or processes, etc.) for the purpose of building the capacity of district administrators and teacher-leaders to support the implementation of California State Standards in the content areas to ensure effective teaching and learning across the county.

- Facilitates the development and implementation of professional learning activities for the purpose of supporting the successful teaching practices to help students and student groups (including English learners) meet the expectations of California State Standards in all content areas.
- Leads districts through the instructional materials adoption process for the purpose of identifying, evaluating and brokering instructional material options that support students meeting California Content Standards expectations across all disciplines.
- Monitors and maintains related budgets for the purpose of providing oversight and direction in identifying funding sources, preparing multiyear projections and managing grant applications submitted by districts, school and the County Office.
- Performs personnel administrative functions for assigned staff (e.g. hiring, onboarding, training, supervising, evaluating, providing professional development opportunities, developing work schedules, etc.) for the purpose of maintaining adequate staffing, reviewing and approving HCM requisitions, enhancing productivity of personnel and ensuring department/program outcomes are achieved.
- Researches and reviews related existing and pending legislation for the purpose of interpreting and disseminating the legislation, determining implications for the County and its districts and makes recommendations to ensure compliance.
- Researches current leadership and instructional practices for the purpose of supporting improvement in student achievement and anticipating future areas or trends needing to be addressed.
- Serves on state, regional and district committees, works groups and advisory boards for the purpose of addressing instruction and curriculum, college and career readiness and/or leading the work of assigned committees and work groups addressing SDCOE goals, objectives and strategic plan.

Other Functions

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

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

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: operating standard office equipment including using a variety of software applications; planning and managing projects; and preparing and maintaining accurate records; and training and supervising staff.

KNOWLEDGE is required to perform algebra and/or geometry; 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 laws, codes, policies, and/or regulations; personnel processes; curriculum adoption process; program planning and development; concepts of grammar and punctuation; research based practices that accelerate student learning; adult learning theories; comprehensive knowledge of effective ELL practices; and proven leadership skills.

ABILITY is required to schedule a number of activities, meetings, and/or events; often 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; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. Independent problem solving is required to analyze

issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups and individuals; meeting deadlines and schedules; setting priorities; working as part of a team; and working with detailed information/data; working with frequent interruptions; providing direction and leadership; and setting priorities.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing a department; supervising the use of funds. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience within a specialized field with increasing levels of responsibility is required.

Education: Masters degree in job-related area.

Equivalency: Requires an advanced degree in education and a minimum of five years of increasingly responsible experience in an educational setting, including supervisory or administrative responsibilities related to curriculum and instruction; at least two years as a district level administrator, director or equivalent; and experience coordinating and conducting professional development activities, seminars and collaborative projects is required. Experience designing and implementing programs for English learner is desirable.

Required Testing

Certificates

California Administrative Services
Credential
California Teaching Credential

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background
Clearance
Tuberculosis Clearance

FLSA Status: Exempt

Salary Range: Certificated Management Grade 53

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