

BUENA PARK SCHOOL DISTRICT

DIRECTOR CURRICULUM AND INSTRUCTION

DEFINITION

The Director of Curriculum and Instruction will provide leadership and vision in the ongoing planning, implementation, development, direction, review and evaluation of the district's curriculum and instructional services, federal programs, career and technical education services, assessment, research and evaluation services. The Director ensures that the district/school education objectives are aligned to state frameworks and to instructional practices that yield the highest standards of student achievement and instructional excellence. The Director of Curriculum, Instruction, and Assessment reports to the Chief Academic Officer and participates as a member of the Chief Academic Officer's administrative team.

EXAMPLES OF DUTIES

Curriculum and Instruction (Pre-K-8)

- Responsible for the development and implementation of the Local Control Accountability Plan.
- Responsible for the Educational Program Development, Monitoring and Evaluation of Core Programs in addition to Balanced Literacy, STEM, and Early Literacy Development.
- Responsible for the development of the School Site Administrative Leadership Development: Instructional Leadership Council, Curriculum Leadership Teams, Capacity Building Council, and School Signature Academies.
- Develop and analyze the Districtwide Professional Development Plan.
- Support all aspects of district instructional and curriculum integration of technology.
- Coordinate the creation of the School Instructional Calendar.
- Supervise the administration and analysis of all state and local testing programs within the district, including the creation of an annual district-wide assessment calendar.
- Represent the school district in meetings and conferences related to curriculum and instruction, assessment, and instructional technology.
- Report periodically to the board on all curriculum, instruction, and assessment matters as directed by the Superintendent.
- Make recommendations pertaining to policy and procedure to the Superintendent.
- Coordinate and supervise the Instructional Support program for the district, including implementation of a consistent PreK-8 Response to Instruction and Intervention (RTI) system.
- Supervise and coordinate the implementation of the Performance Assessment Management System.
- Maintain an inventory of all district textbooks and curricular resources.
- Provide leadership and direction for the development, revision and continuous improvement of curriculum and instructional system.
- Responsible for District TOSAs and coordinates general functions of District TOSAs.
- Plan and coordinate the budget process for acquisition of district adopted textbooks and materials.
- Support all aspects of district instructional and curricular integration of technology.
- Plan, coordinate, and communicate technology-related management systems and policies.
- Chair the Instructional Leadership Council in coordination with other directors within the division.

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- Represent district at intermediate unit and countywide Curriculum Instructional meetings.
- Serve on district-wide committees as needed.
- Perform any other duties assigned by the Superintendent.

QUALIFICATIONS

Knowledge of:

- Principles, practices, trends, goals, and objectives of public education.
- Philosophical, educational, fiscal, and legal aspects affecting an elementary school district.
- Organization, management, planning and evaluation strategies, techniques, and procedures.
- Curriculum, instruction and assessment design and delivery systems including audit and evaluation processes which determine process effectiveness.
- Instructional program, function and activity planning, forecasting, projecting, auditing, and managing of a variety of information and data management, storage, retrieval, and dissemination systems.
- Research and development strategies, processes and techniques.
- Personnel management concepts and practice.
- Human relationships, conflict resolution strategies and procedures, and team management building methods and techniques.
- Instructional support programs, functions and activities.

Ability to:

- Perform the essential functions of the job with or without reasonable accommodation; adhere to assigned work schedules and all applicable employment rules and regulations.
- Plan, organize, coordinate and direct the District's educational program and services.
- Plan, organize, develop and implement educational services budget planning and expenditure control processes and procedures.
- Demonstrate leadership qualities and utilize motivational techniques and strategies that are cost effective and achieve positive outcomes for students and staff.
- Evaluate and analyze complex problems, issues, and concerns and recommend appropriate alternative solutions and make effective and timely decisions.
- Communicate effectively in oral and written form utilizing multiple communication modes to ensure understandable and thorough communication.
- Establish and maintain cooperative organizational, public, and educational community relationships.

EXPERIENCE

Seven years of experience in a responsible administrative position performing instructional support services and related functions, preferably in an elementary school district organization structure.

EDUCATION

Possession of a master's or higher degree from an accredited college or university in educational administration, instructional technology, curriculum development and design, or closely related fields.

CERTIFICATION REQUIREMENT

Possession of a valid California credential authorizing service as an elementary or secondary level teacher. Possession of a valid California Administrative Services Credential.

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LICENSE REQUIREMENT

Possession of a valid California driver license.

CONDITION OF EMPLOYMENT

Insurability by the district's liability insurance carrier.