

Position: Director of Curriculum & Instruction

School/Department: Educational Services

Reports To: Superintendent

General Description:

Serves as the District administrator responsible for the supervision and administration of Curriculum and Instructional Programs. Provides leadership in the ongoing development and improvement of curriculum, coordinates state and federal programs and staff development, including the applications of educational technology.

Responsibilities:

- Coordinates the curriculum including instruction, curriculum frameworks, pacing guides, instructional materials adoptions and instructional technology
- Assist with the development of the Dual Language Immersion program
- Oversees Requirements including Titles I, II, and III
- Oversees the development, revision and implementation of the Local Educational Agency Plan and the School Plans for Student Achievement
- Annually oversees the publication of the district and school accountability report cards
- Directs the administration of state and district student assessments
- Oversees the reporting and analysis of assessment results
- Coordinates staff development and training for certificated and classified staff
- Oversees categorical programs including the consolidated application, categorical program reviews, and reports
- Assists with the development or refinement and implementation of Board policies related to student services and instruction (5000 & 6000 Series)
- Maintains the district *Curriculum and Instruction and Educational Services* webpages
- Monitors instructional minutes and student calendar
- Oversees intervention programs including extended day and after school programs

Other Duties

- Keeps abreast of current laws, regulations and procedures and informs the Superintendent as appropriate
- Attends Board meetings and prepares reports as needed
- Performs other duties as may be assigned by the Superintendent

Required Knowledge/Skills:

- State curriculum frameworks and other reform documents
- An understanding of the needs of English learners and effective instructional strategies
- Current educational trends and research
- Curriculum and instructional design and delivery systems, including the assessment and evaluation process and coaching methods

- Laws, regulations and procedures pertaining to state and federal categorical programs, student enrollment and curriculum
- Ability to work collaboratively with groups in the change process
- Ability to analyze data
- Effective oral and written communication
- High level skill in the use of office and presentation software (Microsoft Office)
- Group facilitation skills

Required Qualifications:

- Five or more years of teaching experience at the K-8 level(s)
- Three or more full school years of site administrator experience at the K-8 level(s)
- Master's Degree
- Current California Administrative Services Credential
- Valid California Driver's License; must be insurable
- Exceptional interpersonal skills

Desired Qualifications:

- Previous experience as Curriculum Coordinator
- Experience with research-based curriculum reforms
- Bilingual in Spanish preferred

Physical Characteristics:

Vision sufficient to read printed materials; hearing and speech sufficient to conduct normal in-person and telephone conversations; mobility sufficient to efficiently perform the duties of the position. Should be able to lift 50 pounds. (Consideration may be given to reasonable accommodation for above.)

Revised: June 2021
June, 2015

Board Approved: March, 2012