



**Lompoc Unified School District**  
1301 N A Street  
Lompoc, CA 93436  
Phone: 805.742.3300  
Fax: 805.735.8452

**Title: Director, Curriculum and Instruction**

**Reports to:** Assistant Superintendent of Education Services

**Work Year:** 219 days

**Employment Status:** 1.0 Full Time Equivalent

**Benefits:** Eligible to participate in district medical, dental and vision insurance.

**Purpose of Position:** Under general direction of the Assistant Superintendent of Education Services, provides support in the initiation and implementation of the Common Core State Standards (CCSS) and technology integration for elementary, middle and senior high schools in the District; provides leadership and focus for the development of professional learning innovation; provides recommendations for the development and implementation of policies, programs, and strategic plans designed to ensure that all students achieve high academic standards; supervises the performance of assigned personnel.

**Essential Functions:**

- Works directly with the Assistant Superintendent of Education Services to provide transformative leadership of the culture change in order to implement the Common Core Standards-based instructional approaches that integrate technology across all content areas.
- Works directly with the Assistant Superintendent of Education Services to plan, develop, create, and implement the District's LCAP, including budgeting, engagement of educational partners, and reporting to the school board.
- Leads the development and implementation of professional development for Common Core implementation and technology integration throughout the District.
- Models the use of creativity, innovation, design, and technology integration in professional development.
- Works collaboratively with all District staff to plan for and implement the Common Core State Standards (CCSS) with access strategies to support all students including English learners, Standard English learners, students with disabilities, socioeconomically disadvantaged students, and gifted and talented education students.
- Collaborates with instructional coaches to provide ongoing support to teachers in the learning and application of instructional practices related to the Common Core.
- Assists with the training and development of instructional staff to ensure the necessary skill sets are obtained to create new assessments and report cards aligned to Smarter Balanced Assessment Consortium assessments and other state and national assessment initiatives.
- Provides direction and actively supports the planning, implementation, and evaluation of the use of categorical state and federal funds.
- Supports the District's overall implementation of an assessment system, which includes the use of the new CCSS-aligned periodic assessments as well as the Smarter Balanced assessments.

#### Director, Curriculum & Instruction

- Creates and communicates reports, proposals, demonstrations, and presentations on professional learning goals, outcomes and evaluation for a variety of audiences and purposes.
- Provides recommendations for changes in district policies and procedures related to curriculum, professional learning, innovation, and instructional quality.
- Supports all aspects of the Common Core technology implementation in collaboration with the District technology department.
- Assumes responsibility for, and guides the preparation, operation, and evaluation of department budget, grant proposals, and work with consultants and researchers.
- Directs the development and implementation of departmental goals, objectives, policy priorities, standards, and procedures to align to state frameworks, curriculum guides, and content standards.
- Trains, supervises and evaluates the performance of assigned staff.
- Performs related duties, as assigned.

#### **Demonstrated Knowledge and Abilities:**

##### Knowledge of:

- Knowledge of and experience in implementing the Common Core State Standards (CCSS) and standards-based instruction for all core subjects in an elementary or secondary school.
- English Language Arts Standards.
- Policies and objectives of assigned program and activities.
- Curriculum development and review process for programs and instructional materials. Knowledge of and experience in utilizing instructional technology to engage students in learning. Knowledge of research-based instructional strategies for core curriculum.
- Knowledge and experience in the use and analysis of assessment data to inform instruction. District Office organization, operations, policies and objectives.
- Operation of a computer and assigned software. Modern office practices, procedures and equipment.
- Basic budgeting practices regarding monitoring and control. Principles and practices of administration, supervision and training.
- Correct English usage, grammar, spelling, punctuation and vocabulary. Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.

##### Ability to:

- Demonstration and evidence of the ability to improve student learning and achievement. Implementation of theory and practice in school reform, instruction, curriculum, and assessment. Knowledge of school-based performance assessment systems including competency based demonstration of learning mastery.
- Knowledge of effective implementation of curriculum development, instructional strategies, professional development and technology applications resulting in improved student learning. Knowledge of current trends in educational research and effective, train, supervise and evaluate assigned staff.
- Establish, coordinate and maintain communication with community and parent groups;
- analyze situations accurately and adopt an effective course of action as required by each situation.
- Ability to build consensus with instructional staff and develop collegial relationships with staff. Complete work with many interruptions.
- Read, interpret, apply and explain rules, regulations, policies and procedures. Prepare and deliver oral presentations.
- Maintain consistent, punctual and regular attendance

**Working Conditions & Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

**Desired Qualifications:**

- Bilingual in English and Spanish

**FLSA Status:**

Exempt

The District reserves the right to update, revise or change this job description and related duties at any time.

**January 14, 2014**

**Revision Board Approval: August 8, 2023**