

DINUBA UNIFIED SCHOOL DISTRICT

CLASS TITLE: DIRECTOR-CURRICULUM & PROFESSIONAL DEVELOPMENT

BASIC FUNCTION:

Under the direction of the Assistant Superintendent-Instruction and Human Resources, plan, organize, control and direct the Beginning Teacher Support and Assessment (BTSA), professional development and mentor programs for the District; oversee and coordinate major curriculum adoptions for the District; oversee the District's local assessment plan; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, control, direct and coordinate the BTSA and mentor teacher program within the District; establish good mentor/mentee matches; communicate with County representatives; arrange new teacher training sessions; assure mentors are paid for services; review and respond to monthly logs.

Plan and coordinate District-wide professional development programs and activities; determine content and method of delivery; prepare materials for in-house trainings for teachers and principals; collaborate with County Office consultants, outside consultants and coaches regarding professional development needs and activities.

Provide leadership for multi-district curricular collaborative including establishing goals, planning professional development activities, writing grant reports and collaborating with other Districts and outside organizations; coordinate and attend annual conventions and institutes; provide and analyze multiple sources of data and report on adjustments based on analysis of data.

Oversee and coordinate major curriculum adoptions for the District; lead curriculum adoption committees; submit recommendations related to curriculum to the Board for approval; order materials, coordinate training materials and prepare for on-going consumable orders associated with curriculum adoptions.

Lead and supervise academic coaches; conduct coach meetings; collaborate with coaches to plan assessments, create curriculum maps, plan professional development and build coaching capacity to improve student achievement.

Oversee the District's local assessment plan; analyze student assessment and instruction data; collaborate with District instructional team of Cabinet members, Principals and coaches to identify areas of strengths and weaknesses in curricular and instructional areas; formulate plans to address and resolve weaknesses; train teachers on assessment related matters as needed.

Implement curricular mandates of the California Department of Education.

Analyze, interpret and evaluate major trends in curriculum, instruction and staff development research relative to student outcomes.

Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

Provide leadership in the implementation of the State standards throughout the District; plan for the appropriate phase-in of standards according to grade and established timelines and procedures; utilize data and research to formulate plans for instruction to assure students meet established standards.

Participate in the leadership of the English Language Development (ELD) instructional program; collaborate with sites on proper placement of students for designated ELD time; oversee the performance of EL coaches; assure compliance with current and new ELD standards and implementation in classrooms.

Oversee the development of District Math and English Language Arts (ELA) benchmarks, pacing guides and report cards.

Provide technical expertise, information and assistance to the Assistant Superintendent regarding assigned functions; assist in the formulation and development of policies, procedures and programs; work with the Assistant Superintendent to facilitate District-wide improvement initiatives including leadership summits, walkthroughs, and related opportunities.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities.

Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.

Oversee the implementation of Math in Common grant funds; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Operate a computer and assigned software programs; operate other office equipment as assigned; drive a vehicle to conduct work as assigned.

Attend and conduct a variety of meetings as assigned; participate on assigned committees; facilitate monthly Board curriculum subcommittees, and prepare agendas and related materials.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Education Codes and Board policies related to curriculum, instruction, assessment, and professional development.

California ELA/ELD, math, science and history/social science standards.
Instructional practices, adult learning theory, effective coaching practices and mentoring techniques.
BTSA program policies, objectives and goals.
Budget preparation and control.
Oral and written communication skills.
Principles and practices of administration, supervision and training.
Applicable laws, codes, regulations, policies and procedures.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.

ABILITY TO:

Plan, organize, control and direct the BTSA, professional development and mentor programs for the District.
Oversee and coordinate major curriculum adoptions for the District;
Oversee the District's local assessment plan.
Plan and create trainings, curriculum maps and assessments.
Prepare and explain student achievement reports.
Supervise and evaluate the performance of assigned staff.
Communicate effectively both orally and in writing.
Interpret, apply and explain rules, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Prepare comprehensive narrative and statistical reports.
Direct the maintenance of a variety of reports, records and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: master's degree in education, public administration or related field and five years increasingly responsible experience in site administration, coaching, teaching, professional development or related experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California Administrative Services Credential, Teaching Credential or other appropriate credential.
Valid California Class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting for extended periods of time.

Employee_____Date_____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Board Approved: March 9, 2017