TRAVIS UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: **Director of Curriculum and Instruction**

CLASSIFICATION: Certificated Management

DEPARTMENT: Educational Services

BASIC FUNCTION AND RESPONSIBILITY

Under the supervision of the Assistant Superintendent of Educational Services, provides curriculum leadership in the continuous supervision, evaluation, and improvement of all curricular services and assessment programs within the district. The Director is responsible for testing, assessment and program evaluation for the district's schools. Assists with federal, state, and private foundation programs. The Director provides for curricular services, textbook alignment, data that monitors both student and programmatic outcomes, and alignment of the tangent and assessed curricula. Under the supervision of the Assistant Superintendent, develop and promote a vision for district curriculum, instruction, and assessment.

ESSENTIAL JOB FUNCTIONS

- Develops policies in the development of curriculum and assessment.
- Oversees the development of curriculum guides and course of study and course descriptions current and on file with the appropriate agencies.
- Understands and develops educational programs that align curriculum, instruction, and assessment.
- Recommends new courses for approval, revision, and deletion of existing courses.
- Presents textbooks for approval on the recommendation of textbook committees and/or appropriate curriculum committees and/or other district appropriate committees/subcommittees/councils.
- Supervises the planning of professional development for K-12 meetings, and advises department committees on in service regarding education matters.
- Confers with directors and site principals in the implementation of curriculum and assessment in the schools.
- Prepares reports on curriculum and assessment activities and proposals, and budget including but not limited to categorical programs, grants, etc.
- Provides assistance for directors, principals, and staff in implementing the approved curriculum and assessment instruments including services for English Learners.
- Directs and supervises the department coordinators and other personnel, as assigned.
- Serves as advisor for the district's community relations program as it relates to the district's curricular and instructional programs.
- Responsible for evaluation and planning of the district's curricular and instructional programs.
- Involved in and responsible for the district's efforts in the change process of the preschool through 12th grade instructional program.
- Shares with appropriate staff current changes in legislation from federal, state, and local governments.
- Responsible to research, analyze, recommend, and provide oversight of implementation of grant possibilities.

- Oversees leadership and coordination in the development and implementation of student assessment, program evaluation, and surveys.
- Oversees and administers the district and state testing programs; compiles, analyzes and interprets results.
- Oversees and assists administrators and teachers in the interpretation of student assessment and program evaluation data for instructional improvement.
- Oversees and manages the preparation and submission of state, federal, and district reports including but not limited to LCAP, CARS, etc.
- Ensures that the district's assessment and evaluation activities are carried out in compliance with state and federal statutes.
- Serves as a resource in evaluation design to schools and Educational Services.
- Oversees the design and implements professional development programs (TK-12) for increasing the understanding and application of assessment data and program evaluation results.

ADDITIONAL JOB FUNCTIONS

Carries out other duties as required.

EMPLOYMENT STANDARDS

- Must possess knowledge at all levels of K-12 curriculum and assessment.
- Must be knowledgeable with laws and regulations affecting curriculum and instruction.
- Must be knowledgeable regarding school administration, federal programs, curriculum and assessment implementation, new and innovative programs and practices.
- Must have ability to work effectively with groups of teachers and administrators.
- Ability to plan and project for the future.
- Ability to lead others in developing curriculum guides, courses of study, course outlines, and assessments.
- Ability to provide leadership in the development of new programs and to ascertain the effectiveness of programs.
- Must have a thorough knowledge of the state frameworks and content and performance standards in all relevant content areas.
- Ability to supervise personnel effectively and to provide leadership.
- Must be able to represent the district on curriculum assessment matters.

Experience

- Must have a minimum of five (5) years of certificated experience in public or private schools including at least two (2) years in an administrative or supervisory capacity (administrative or supervisory experience at a school site level is preferred).
- Must possess an administrative credential.
- Master's degree is preferred
- Must possess a valid California Driver's license.
- Knowledge of curriculum design and processes.
- Ability to work as a member of a team at the District Office.
- Oversees research design methods, evaluation of programs, statistical applications, grant opportunities and testing methods.

- Skills in using computers and applicable software application.
- Oversees the organization, analysis, interpretation, and evaluation of test data.
- Ability to communicate clearly, orally and in writing, to produce organized, comprehensive, and coherent reports.
- Oversees resting procedures in schools with data processing capabilities.
- Ability to organize tasks at multiple sites.
- Make effective public presentations.
- Ability to manage a department that includes planning, budgeting, staffing, and supervision.

PHYSICAL DEMANDS

The physical requirements indicated below are necessary to perform the essential job functions. Reasonable accommodation will be made to enable a person with a disability to perform these functions.

Work Position (Percentage of Time):

Standing: 15 Walking: 15 Sitting: 70

Body Movement (Frequency):

None (0) Limited (1) Occasional (2) Frequent (3) Very Frequent (4)

Lifting (lbs.): 25 Lifting: 2 Bending: 2

Pushing and/or Pulling Loads: 2 Reaching Overhead: 2 Kneeling or Squatting: 2

Climbing Ladders: 0 Climbing Stairs: