

**27J SCHOOLS**  
**ADMINISTRATIVE POSITION JOB DESCRIPTION**

**Job Title:** Director of Curriculum, Instruction, and Assessment  
**Last Modified:** January 2, 2020, Reviewed December 2020  
**Work Year:** 260 Paid Days  
**Department:** Student Achievement  
**Reports To:** Chief Academic Officer

**POSITION SUMMARY:** The Director of Curriculum, Instruction, and Assessment will provide vision in the ongoing planning, continued development, implementation, review, and evaluation of the district's curriculum, assessment, and instructional services. The director is ultimately responsible for leading and facilitating the assurance of every student receiving high quality instruction. Working collaboratively with 27J Schools, the Director will ensure that:

- Every PK-12 Goal is aligned to state standards and represent the progression of learning required of grade level toward graduation and a future career beyond.
- 27J Schools will also make effective use of Evidence through data-driven processes and instruction.
- Students will be empowered through Learning Experiences and a Learning Environment that demands active participation in and outside of the classroom.
- 27J Teachers will intentionally plan through Goals, Evidence, Learning Experiences, and Learning Environment
- Professional learning, mentoring, and teacher coaching supports will inspire teacher collaboration and continual improvement.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Direct the planning and implementation of academic curriculum standards and statutes, as well as the curriculum refresh cycle.
2. Supervise the collaborative development of and implementation of state and local assessments.
3. Supervise the theory of action, the procurement, and the implementation of instructional materials and strategies that support district goals, and identified needs.
4. Effective management of data systems, including its collection, distribution, display, access, and storage, as well as the training on the data management system.
5. Provide leadership and support for effective use of data, including accessing, interpreting, and the processes to use data to improve instruction and student performance.
6. Supervises instructional technology and the integration of curriculum, assessment, instruction, and technology.
7. Oversee assessment, improvement of instruction, and staff development budget, as well as other relevant grants within the department.
8. Acts as resource and liaison to all District administrators on issues of curriculum, assessment, instruction, staff development, accountability, accreditation, and other areas as appropriate.
9. Supervises and evaluates Instructional Specialists, curricular content areas, technology, professional learning, and assessment.
10. Supervises the District Staff Professional Development Programs, including teacher induction, mentor programs and professional development days.
11. Assists in the long-range professional development planning based upon the District mission, significant student outcomes, needs assessment data, and curricular programs.
12. Attends the District Leadership Council and other meetings associated with areas of responsibility.
13. Coordinates with Directors in Student Achievement Division and other district level staff to maximize the effectiveness of Grant implementation.
14. Demonstrate the 6 leadership skills of personal clarity, own and share responsibility, facilitate and coach, action orientation, perspective and emotional intelligence in a variety of situations and interactions with departments and schools, emphasizing teamwork and beneficial effects on student learning.
15. All other duties as assigned

## **EXPERIENCE AND ACADEMIC PREPARATION:**

1. Must have Administrative/Principal Certification/Licensing as required by Colorado Department of Education.
2. Master's degree plus additional coursework for certification or licensure.
3. Experience in leadership, change and systems development.
4. Minimum 5 years of experience in K-12 education required.
5. At least 3 years of administrative experience that must include school administration experience required.
6. 3 + years of classroom experience required.
7. Proven knowledge of diversity across a wide spectrum of areas; e.g., language, ethnicity, gender, etc.
8. Bilingual literacy in Spanish preferred.

## **OTHER REQUIREMENTS:**

### **Ability to:**

- understand, exchange, and present verbal information/instruction with others of varied back grounds.
- read and understand written materials.
- translate verbal communication into effective written material; e.g., reports and other documents.
- summarize written material into effective verbal communication; e.g., oral reports to groups or individuals.
- remember situations, details, laws, regulations, procedures, policies, and the like.
- understand and perform mathematical computations.
- apply problem solving skills in developing solutions for unanticipated issues and challenges.
- conceptualize and apply analytical skills.
- identify conflict and take the steps necessary to resolve the issues.
- understand and apply organizational theories and practices in the administration of policies, procedures, programs and communications.
- experience working with high risk students.
- effectively communicate orally and in writing, with students, parents, staff and governmental agencies.
- use problem solving and conflict resolution skills.

**EQUIPMENT USED:** Telephone, computer, facsimile machine, copiers, printers, audio/visual equipment and other business related equipment.

## **PHYSICAL REQUIREMENTS:**

1. Ability to grasp and manipulate office equipment and other similar tools and equipment.
2. Ability to participate in routine conversation in person or via telephone.
3. Ability to distinguish small objects at near distances.

**ENVIRONMENTAL CONDITIONS:** The majority of this position's duties are performed inside. Position has little or no exposure to adverse weather or environmental conditions.