Adams 12 Five Star Schools

Job Description

Prepared/Revised: **July 2023**

Job Title:	**Executive Director, Curriculum and Instruction**	Job Code:	**3066**
Job Family:	**Certified**	FLSA Status:	**Ex – E**
Pay Program:	**Administrative**	Pay Range**:**	**L24**
Typical Work Year:	**12 months**		

SUMMARY: Serves as part of the Learning Services team whose primary responsibilities are to: support schools, lead a comprehensive vision for teaching and learning and to model the way regarding best practices within the district. As part of the Learning Services team, will provide district-wide leadership to schools and other departments through the implementation of standards-based education aligned to the Colorado Academic Standards and the important shifts in the Common Core. Responsible for leading the implementation of standards-based instruction throughout the district. The scope of responsibility for this position includes leadership, supervision, guidance and support for standards-based education in all K-12 curricular areas: literacy, mathematics, science, social studies, art, music, health and physical education, drama/theater, world language, gifted and talented programming, International Baccalaureate programing, and English Language Learners. Will also provide leadership for and supervision of the district strategic professional development programming by ensuring that best instructional practice, aligned curriculum, high quality professional development, assessment practices and reporting of student progress are all part of a standards-based education system that supports high levels of achievement for all students.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Work collaboratively with the superintendent, chief academic officer and the Learning Services team to lead stakeholder engagement, strategy development, and implementation of standards-based education. Create, lead and support implementation of standards-based education across all content areas. Support principals in high quality implementation of standards –based education	D	10%
2. Supervise and support the professional development director in implementation of a district professional development plan for teachers and administrators.	D	10%
3. Supervise the Curriculum and Instruction team including staff in charge of gifted and talented, instructional technology and library services, professional development and various content areas (literacy, math, science, social studies). Lead budgeting process and management for various budgets and funding sources.	D	20%
4. Partner with executive directors of schools, student support services, student coordinated services and language acquisition services to ensure individual school support with meeting the needs of all students.	D	10%
5. Monitor student achievement data across content areas and feedback from teachers and principals regarding professional development to ensure continuous improvement of teaching and learning strategy accordingly. Ensure broad stakeholder engagement in decision-making and voices from the schools in teaching and learning strategy.	W	5%
6. Collaborate with various departments to ensure alignment of curriculum and instruction to instructional technology, district assessment strategy and district strategies for special populations.	W	10%
7. Lead district-wide literacy strategy, beginning in the 2014-2015 school year based on literacy root cause analysis data and recommendations.	W	20%
8. Interpret and communicated federal, state, and district law, policy or procedure related to instruction, curriculum, use of educational materials and required school procedures and reports.	D	3%
9. Lead and manage budgets across curriculum and instruction in collaboration with directors on the curriculum and instruction team. This includes management of budgets across multiple funding sources.	W	2%
10. Lead K-12 new course approval process and course evaluation process. Support CAO with instructional materials selection process, when necessary.	Q	5%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Master's degree from an accredited college or university in Education (Administration, Curriculum & Instruction or Leadership).
- Minimum of five (5) years of experience in Educational Leadership and/or Curriculum & Instruction.
- Familiarity with Educator Effectiveness in Colorado.
- Expertise in literacy and.oras a content area.
- Teaching and/or leadership experience in serving English learners.
- Secondary education experience and expertise preferred.
- Experience as a school principal
- Must successfully complete current district training for supervision of Classified Staff within one (1) year of entering position.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Must possess or be able to obtain a valid and appropriate Colorado Educator License.
- Must successfully complete current district training for supervision of Classified Staff within one (1) year of entering position.
- Ability to travel among school locations.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Ability to promote and follow Board of Education policies, District policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Critical thinking and problem solving skills
- Understanding of strategy development and implementation in a large public education system
- Knowledge of effective structures for collaboration and stakeholder input/engagement
- Knowledge of Colorado Academic Standard and PARCC preferred at hire
- Demonstrated skill for organizing, coordinating, supervising and evaluating programs at both the pilot and scale level
- Strong inter-personal and organizational skills
- Ability to support senior level leadership with idea generation, understanding of the school perspective and at scale implementation strategies
- Excellent communication skills
- Understanding and experience in best practice for English language learners
- Understanding and experience in best practice for special education students
- Understanding and experience in best practice for integrating instructional technology across content areas
- Personal computer and keyboarding skills.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cyber-security with respect to student and staff data, and related information systems.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to work with students with diverse backgrounds and abilities.
- Ability and willingness to be on call and/or respond to calls 24/7.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with **Microsoft** Word, Excel, PowerPoint, Access, Publisher, Outlook, FrontPage.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Chief Academic Officer	3091

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	Communications Administrator, Learning Services	1	070611
	Professional Learning Director	1	050330
	Literacy Director	1	5008
	Gifted Services/Advanced Academics Director	1	30ACDR
	Instructional Technology Coordinator	1	070627

- Supervisory responsibilities include hiring, disciplining, terminating, directing work, assigning work, training and evaluating.
- Responsible for assisting with interviewing, hiring and training employees; assisting with planning, assigning and directing work; assisting with appraising performance; assisting with rewarding, disciplining and terminating employees; and assisting with addressing complaints and resolving problems.

BUDGET AND/OR RESOURCE RESPONSIBILITY:
- Responsible for overseeing the development, implementation and monitoring of department budgets

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit		X		
Use hands and fingers to handle and/or feel	X			
Reach with hands and arms	X			
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk			X	
Hear			X	
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
51 to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate			X	
Instruct			X	
Compute				X
Synthesize				X
Evaluate				X
Interpersonal Skills				X

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compile			X	
Negotiate				X

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	