

## **CENTRAL UNIFIED SCHOOL DISTRICT**

## **POSITION DESCRIPTION**

**Position:** Director of Secondary Curriculum

**Classification:** Certificated  
Management

**Reports to:** Assistant Superintendent, Instruction

**Range:** Certificated Management  
Salary Schedule

---

### **EDUCATION AND EXPERIENCE**

California Administrative Credential and at least three years successful administrative experience; site principal experience preferred.

Licenses and other Requirements:

Valid California driver's license; California Administrative Credential required. California Teaching Credential preferred.

### **SUMMARY**

Under the direction of the Assistant Superintendent of Instruction, assume responsibility for the application, planning, implementation and evaluation of secondary curriculum issues. Provide consultant services to the individual schools in the Central Unified School District. Maintain necessary liaison with the County Department of Education, State Department of Education, secondary school sites, and Federal agencies in all matters affecting curriculum. Assume responsibility for secondary curriculum, standards, assessment and evaluation.

### **SPECIFIC RESPONSIBILITIES**

1. Direct the administration and supervision of secondary curriculum
  - a. English Language Arts
  - b. Mathematics
  - c. Science/Health
  - d. Social Science
  - e. Visual Performing Arts
  - f. Physical Education
  - g. Library Media Services
  - h. UC Course Requirements
  - i. ROP Courses
2. Plans and assists with developing and implementing the State Content Standards
3. Plans and assists with the acquisition of core instructional materials
4. Develop and administer assigned budgets
5. Assists school sites with the implementation of curriculum, testing and evaluation
6. Disseminate information and coordinate changes in the instructional program
7. Coordinate the attainment of student competency with the testing and research programs
8. Consult with the Fresno County Office of Education and the State Department of Education in matters relating to curriculum
9. Coordinate appropriate committees in planning, development, and revision of curriculum guides, course outlines, and instructional materials
10. Keep abreast of curricular innovation, disseminate research and descriptive materials and conduct field testing and pilot programs

11. Coordinate curriculum, compensatory education programs, testing, and staff development workshops for the District
12. Coordinate with college and university for teacher-training programs
13. Supervise educational programs in accordance with legislative mandates and adopted policies of the District
14. Responsible for the evaluation of assigned certificated and classified employees
15. Assist with communication, problem solving, and interpretation of policies and procedures for school personnel and members of the community
16. Assist with the 7-12 component of the district's K-12 Assessment Program including State and local assessments
17. Assist with State and Federal accountability processes at the secondary level (e.g. PQR, CCR, and accreditation)
18. Assist with the administration of State and Federal categorical program implementation for grades 7-12.
19. Coordinates Secondary Education curriculum adoptions, course descriptions, implementation of standards and articulation with institutions of higher education
20. Work collaboratively with the Assistant Superintendent of K-12 Principals
21. Coordinate 7 – 12 Intervention Program including Summer School
22. Performs other duties as may be assigned

### **SPECIFIC QUALIFICATIONS**

Should possess personal qualifications recognized as essential for good public employees including integrity, initiative, dependability, courtesy, good judgment, maintain confidentiality and ability to work cooperatively with others.

Knowledge of:

- Current educational administration principles and practices.
- Educational programs, curriculum and instructional practices.
- School plant operations and appropriate supportive services required assuring operational effectiveness.
- Employee organization contracts.
- Planning process.
- Budget preparation and control.
- District organization, operations, policies and objectives.
- Oral and written communication skills.
- Principles and practices of management.
- Applicable laws, codes, regulations, policies and procedures.

Ability to:

- Support and monitor the delivery of curriculum at assigned secondary school sites.
- Assess school effectiveness.
- Monitor the assessment of the instructional needs of secondary students.
- Exercise judgment and discretion in interpreting and applying policies and procedures.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Analyze situations accurately and adopt an effective course of action in concert with site administration.
- Meet schedules and time lines.

- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.
- Supervise and evaluate the performance of assigned staff.

### **PHYSICAL ABILITIES**

Office environment; driving a vehicle to conduct work.

Sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations; reaching overhead, above the shoulders and horizontally, bending at the waist or kneeling to retrieve supplies or other materials.

Contact with dissatisfied or abusive individuals.