

CENTRAL UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position: Director – Elementary Instruction & Curriculum

Classification: Certificated
Management

Reports to: Assistant Superintendent, Educational Services

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 required.

SUMMARY

Under the direction of the Assistant Superintendent of Educational Services, assume responsibility for the application, planning, implementation and evaluation of elementary and K-12 VAPA curriculum and instruction issues. Provide consultant services to the individual schools in the Central Unified School District. Maintain necessary liaison with the Fresno County Superintendent of Schools, State Department of Education, California Commission on Teacher Credentialing, Institutes of Higher Education, Federal agencies, and elementary sites in all matters affecting curriculum and Teacher Induction. Assume responsibility for elementary and K-12 VAPA curriculum, standards, assessment, and evaluation.

SPECIFIC RESPONSIBILITIES

1. Direct the administration and supervision of elementary and K-12 VAPA curriculum
 - a. English Language Arts
 - b. Mathematics
 - c. Science/Health
 - d. Social Science
 - e. Visual Performing Arts
 - f. Physical Education
2. Plans and assists with developing and implementing the Common Core State Standards and State Standards
3. Plans and assists with the acquisition of core instructional materials
4. Develops assigned budgets and allocates resources in a manner consistent with program rationale, design, and goals
5. Assists school sites with the implementation of curriculum, testing and evaluation
6. Disseminates information and coordinates changes in the instructional program
7. Coordinates appropriate committees in planning, development, and revision of curriculum guides, course outlines, and instructional materials
8. Keeps abreast of curricular innovation, disseminates research and descriptive materials and conducts field testing
9. Knowledge of the California Standards for the Teaching Profession
10. Knowledge of Adult Learning Theory and experience working with beginning teachers
11. Represents the district at regional and state Teacher Induction meetings
12. Fosters on-going communication and collaboration with all teacher induction program stakeholders, including Induction Teachers, Induction Mentors, Site Administrators, Induction

Leadership and Unit teams, Board of Trustees, District Human Resources, and Institutes of Higher Education

13. Experience presenting professional development
14. Monitors teacher induction program effectiveness, conducts annual program evaluation and revisions
15. Coordinates the selection, training, and supervision of induction mentors
16. Monitors a credential recommendation process and verifies that induction teachers recommended for a credential have met all requirements
17. Supervises educational and teacher induction programs in accordance with legislative mandates and adopted policies of the District
18. Responsible for the evaluation of assigned certificated and classified employees
19. Assists with communication, problem solving, and interpretation of policies and procedures for school personnel and members of the community
20. 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.
- 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 elementary 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 principal.
- 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.