

MERCED CITY SCHOOL DISTRICT

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CLASS TITLE: DIRECTOR OF CURRICULUM, INSTRUCTION AND STAFF DEVELOPMENT

BASIC FUNCTION:

The Director of Curriculum, Instruction and Staff Development has the responsibility for maintaining the District's curricular adoptions and their alignment to state and federal standards for all subject areas, for maintaining District adopted instructional practices and pedagogy to facilitate student learning of state and federal standards, and for providing appropriate and comprehensive ongoing professional development to ensure all employees have the knowledge and skills necessary to successfully carry out their assignments. To provide additional support for the programs and services of the department and district, the director will seek additional funding sources and opportunities.

REPRESENTATIVE DUTIES:

Directs the planning, development, field testing, and evaluation of District curriculum and instructional efforts as related to student achievement. *E*

Directs development of instructional guidelines, policies, regulations and official notices related to curriculum and instruction as related to student achievement. *E*

Directs the publication of Instructional Guides, based upon adopted State and local standards; parent educational materials; and other instructional information for teachers and District Administrators. *E*

Seeks, writes and monitors grant applications and funding opportunities as related to curriculum, instruction, assessment and student achievement. *E*

Interprets statutes and regulations related to educational programs for staff and community. *E*

Works collaboratively with all department managers in developing the District's budget as well as the department's budget.

Manages and monitors expenditures of educational programs and staff development efforts as assigned. *E*

Keeps informed as to the operation of the instructional program at all schools for the purpose of evaluating site instructional programs as well as improving teaching strategies as it relates to student achievement. *E*

Initiates and participates in short and long-term planning for the District instructional program. *E*

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Works collaboratively with the Information Technology and other related departments in planning, monitoring, applying and evaluating the use of technology as it relates to District's Curriculum, Instruction and Assessments as related to student achievement.

Ensures that the Board of Education and the school community are kept informed of innovations, enhancements, assessments and improvements in the instructional program. *E*

Ensures that the District's instructional programs are consistent with current legislation and court cases, with established goals, objectives and policies of the District and prevailing professional research and practices. *E*

Provides ongoing training for District and site staff in the interpretation and utilization of evaluation and assessment data. *E*

Assists in the collection and interpretation of multiple measures of student performance. *E*

Provides leadership in developing, ensuring the understanding of, and promoting the educational program objectives of the District. *E*

Coordinates efforts with Principals and teaching staff to effect horizontal and vertical continuity and articulation of the instructional program throughout the District. *E*

Serves as liaison to and participates in planning with curriculum/staff development and categorical leaders at the local, county, State, and/or national level. *E*

Directs the planning of staff development programs designed to meet the needs of teachers, instructional assistants and other support staff, and administrators in order to improve curriculum and instruction programs that support student achievement. *E*

Formulates and encourages innovative curricular programs that improve instruction, in conjunction with District staff, principals and teachers. *E*

Plans new teacher orientation, staff development, and facilitates the Beginning Teacher Support and Assessment Program. *E*

Plans new administrator orientation, staff development, and facilitates the Clear Professional Administrative Services Credential (Tier II) Program. *E*

Coordinates the selection, adoption and implementation process of textbook and supplementary materials and programs. *E*

Directs the activities of District committees dealing with curriculum, assessment and instruction. *E*

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Directs planning and provides instruction related staff development, including in-service training designed to support the implementation of newly developed curricula. *E*

Directs the Response to Intervention Academic Committee.

Gathers data and presents reports to the Management Team, Board of Education and other interested groups for programs assigned. *E*

Directs the planning, organization, implementation and coordination of long and short term projects which impact student achievement. *E*

Prepares drafts of needed Board Policy, Administrative Regulations and job descriptions for review and action. *E*

Collaborates with District and Site Administrators in Program Improvement efforts. *E*

Evaluates the performance of certificated and classified staff as appropriate. *E*

Other duties as assigned.

The employee is to adhere to federal and state regulations, board policies, and related administrative regulations which pertain to the particular assignment.

The Director is responsible to the Superintendent or designee.

MINIMUM QUALIFICATIONS:

Appropriate Administrative Services credential as required by the California Commission on Teacher Credentialing.

EDUCATION AND EXPERIENCE:

Bachelor's Degree and all courses necessary to meet the credential requirement.

Masters's degree or Doctorate in education or closely related discipline. Five (5) years classroom teaching experience and three (3) years site administration experience at the elementary and/or middle school level. Experience specific to curriculum, instruction, assessment and staff development beyond those of a site administrator. Background in statistics, data analysis, and program evaluation including the use of software relevant to formative and summative student achievement. Experience working with collaborative partnerships, development of Memoranda of Understanding between agency and private providers, and grant writing efforts.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver license. Employee in this position must maintain insurability at the District's standard limits during the term of employment.

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WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer keyboard and other office equipment; hearing and speaking to exchange information and make presentations in person or on the telephone; seeing to read, prepare, analyze and review various materials to accomplish assigned tasks of the job and to observe students; sit or stand for extended periods of time.

Legal Reference: California Education Code, Section 35291
Policy Adopted: June 11, 2013