

ONTARIO-MONTCLAIR SCHOOL DISTRICT

DIRECTOR, CURRICULUM AND INSTRUCTION

GENERAL PURPOSE

Under general direction of the Assistant Superintendent, Learning & Teaching, conceptualizes, develops, initiates, coordinates and administers the development and implementation of policies, regulations, guidelines and procedures pertaining to the District curriculum and instructional programs to enhance student learning and achievement, provide consultation and staff development activities to administrators, staff, and community to enhance the educational effectiveness of subject areas or programs, and any other related functions as directed.

ESSENTIAL JOB FUNCTIONS

- Work interdependently with school site staffs and members of Learning & Teaching division as a Professional Learning Community;
- Serve as support resource to assigned schools, assist school site staff in enhancing student performance;
- Plan, organize, coordinate and implement the district-wide curriculum development processes in all subject areas;
- Direct the process for selection of textbooks, equipment and instructional supplies for the subject areas;
- Direct and monitor district-wide textbook ordering process;
- Provide consultation and technical assistance to school site personnel and parents concerning instruction-related programs, standards, requirements, principles, practices, techniques, laws, codes, regulations, initiatives, policies and procedures;
- Prepare and deliver oral presentations and explain related content, curriculum, principles, theories, standards, guidelines, requirements, practices, procedures and techniques;
- Coordinate activities and provide training and assistance to enhance understanding of educational practices, instructional materials, guidelines and requirements, curriculum standards, assessment tools and instructional strategies;
- Assist school sites with assuring instructional activities are aligned with established curriculum, assessment and accountability requirements, refer sites to appropriate resources;
- Serve as a liaison and coordinate communications, activities and information related to subject areas or instruction-related programs between district divisions, County Office, administrators, personnel, parent advisory groups, outside organizations and the public, to establish support, facilitate and maintain partnerships;
- Assure adequate materials and resources to meet school support service needs;
- Provide support to school leadership teams through professional development, coaching, mentoring, and serving as a content expert to assist schools with initiatives focused on improving student achievement;
- Utilize student assessment data as a means to analyze student performance and effectiveness of instructional programs to assist school sites in enhancing levels of student achievement;
- Participate in researching, obtaining and maintaining grants and other funding

- sources for programs and school support services as assigned;
- Maintain current knowledge of educational methods, practices and standards related to subject areas or programs and related laws, codes, regulations policies and procedures; assist school sites with modifying services to assure compliance with standards and requirements;
 - Prepare and maintain a variety of records and reports related to programs, budgets, partnerships, meetings and activities;
 - Supervise assigned Learning & Teaching staff in support of student performance;
 - Other duties as assigned.

QUALIFICATIONS

Ability to:

- Plan, organize, coordinate and implement the educational services, training activities, instructional resources and support functions of subject areas or instruction related program to enhance student learning and achievement;
- Provide consultation and technical assistance to sites and community concerning subject areas or programs and related content, standards, requirements, principles, practices, techniques and procedures;
- Design, develop, implement, and conduct training and staff development activities concerning subject areas or programs;
- Prepare and deliver oral presentation;
- Develop and implement strategies and training activities to enhance educational effectiveness and student learning related to subject areas or programs;
- Interpret, apply, and explain laws, codes, regulations, policies and procedures;
- Communicate effectively both orally and in writing;
- Establish and maintain cooperative and effective working relationships with others;
- Operate a computer and assigned office equipment;
- Analyze situations accurately and adopt an effective course of action;
- Meet schedules and time lines;
- Work independently with little direction;
- Plan and organize work;
- Prepare and maintain various records, reports and files.

Education, Experience and Credentials:

- Equivalent to the completion of an earned Master of Arts or higher degree from an accredited college or university in educational administration, instructional technology, curriculum development or a closely related field;
- Minimum of four years of successful teaching experience and the successful completion of a comprehensive administrative training program;
- Background in the areas of curriculum development and instructional strategies;
- Minimum of two years of administrative experience at a school, district or county level;
- Possession of a valid California credential authorizing services as an administrator;
- Possession of a valid California Teaching Credential.

License Requirement:

Possession of a valid California driver's license and the ability to maintain insurability under the districts liability insurance carrier.

PHYSICAL DEMANDS

The physical demands described here 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.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand, walk and use hands and fingers to handle, or feel objects, tools, or controls. The employee is occasionally required to sit and reach with hands and arms.

The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 20 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters with performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The noise level in the work environment is usually moderate.

BOARD APPROVED: July 16, 2015