

Dry Creek Joint Elementary School District
Job Description

POSITION TITLE: Director of Instruction and Professional Learning

Classification:	Certificated Management	Work Year:	225 Days
Department:	Educational Services	Board Approval:	2/16/2016
Reports To:	Assistant Superintendent-Educational Services		
Salary Range:	Management Salary Schedule (F25)		

BASIC FUNCTION:

To plan and organize the development, implementation, and maintenance of the District's instruction, curriculum, and assessment programs. Implement and support the District goals and objectives. Plan, organize, and implement State and District student assessment and monitoring system, as well as the assessment components of district web-based instructional programs and assists and trains district staff in curriculum, instruction and assessment strategies.

REPRESENTATIVE DUTIES:

- Plans and organizes District established procedures and programs for curriculum development and related instructional support services.
- Supervises District curriculum and implementation including articulation with the High School District.
- Assists with technology development for instruction and curriculum enhancement.
- Oversees existing programs, recommends initiation of new programs, and develops long range plans for curriculum and educational program enhancement.
- Coordinates curricular and instructional articulation in grades Kindergarten through 12.
- Leads District-wide curriculum committees.
- Provides instructional support services to school level curriculum, instruction, and professional learning programs.
- Provides assistance to Administrators regarding plans and opportunities for improving the educational effectiveness of the schools.
- Reviews instructional practices and procedures.
- Directs the implementation of new Frameworks, textbooks, and instructional materials.
- Develops curriculum guides and coordinates the selection of textbooks and instructional equipment.
- Supervises and maintains Teacher Induction Program.
- Plans, organizes, and/or conducts training and in-service programs for administrators, certificated and classified staff.
- Keeps staff current on development trends and integrates them into District needs assessment and programs.
- Implements quality, long term, comprehensive professional development programs to support the curriculum and instructional strategies.
- Supervises and analyzes the District's program assessment data including standardized testing program to further enhance the educational programs within the District.
- Organizes, administers, and provides leadership for a comprehensive system of testing and assessment related to the requirement of federal, state, and local mandates focusing on high standards of student achievement.
- Provides training to site administration and teachers to develop, administer, and use student/program assessment data to improve student achievement; and conducts program evaluations using current research methodologies; Develops and delivers workshops for the purpose of facilitating proper test administration, interpretation, and utilization.
- Analyzes, summarizes and communicates results of student assessment for the Board of Trustees.
- Represents District on county and state level committees as appropriate to responsibilities as assigned.
- Participates in other activities necessary to enable students and the District to accomplish objectives.
- Provides timely reports to the Board of Trustees, administration and other staff.
- Monitors laws and regulations pertaining to program responsibilities and recommend required policies and procedures.
- Prepares and maintains a variety of narrative and statistical reports, records and files.
- Coordinates District services with local and state, public and private organizations and agencies.
- Supervises and evaluates the performance of assigned staff.

- Provides leadership and collaborates with site administration in assessment and accountability including the assessment of student progress and educational program effectiveness.
- Monitors longitudinal data to emphasize student achievement trends and identifies on-going content area needs on a District-wide and/or site-by-site basis; Prepares reports on student achievement specific to subject matter areas and grade levels to assist staff in responding to areas of growth; Disaggregates data to allow in-depth analysis of District and site subgroups as they pertain to student achievement progress requirements.
- Maintains accurate, up-to-date, and detailed records relating to status of District and site efforts to meet mandated student achievement targets; Provides site administrators and staff with information in this area.
- Works with staff to develop or identify common assessments.
- Assists teachers and administrators with analyzing, summarizing and interpreting student assessment data.
- Coordinates activities with vendors and consultants for the district and/or school sites to assist with the implementation of curriculum, instruction and assessment.
- Prepares and manages a budget for curriculum, professional learning, and student assessment.
- Assists District staff in development of program evaluation designs.
- Designs and analyzes surveys for use by school sites and District office personnel.
- Assists staff with the grant writing components of program design implementation, monitoring, and evaluation.
- Performs other duties similar to the above in scope and function as required.

KNOWLEDGE AND ABILITIES:

- Budget preparation and control;
- Principles and practices of management;
- Applicable laws, codes, regulations, policies and procedures;
- District organization, operations, policies and objectives;
- Statistical methods and principles;
- Test Development and scoring techniques;
- Instruction, assessment and evaluation designs;
- Emerging technologies;
- California Common Core Standards;
- Effective accountability systems;
- Issues of fairness and equity in testing;
- Principles and practices in effective teaching and learning for students, educators and parents;
- Federal, state, and local requirements pertaining to curriculum, instruction, assessment, and accountability;

ABILITY TO:

- Plan, organize, control and direct the functions of educational services programs;
- Coordinate and work with professional staff, parents, and community groups;
- Assess effectiveness of programs;
- Develop, interpret and monitor program budgets and evaluate and compare costs associated with the delivery of services;
- Establish and maintain effective working relationships with the staff and the public,
- Interpret, apply and explain rules, regulations, policies and procedures;
- Implement management strategies based on evaluation data;
- Exercise judgment and discretion in interpreting and applying policies and procedures;
- Coordinate the completion of a number of tasks simultaneously in order to meet internal and external deadlines;
- Analyze situations accurately and implement an effective course of action;
- Meet schedules and time lines;
- Work independently with little direction;
- Prepare comprehensive narrative and statistical reports;
- Provide support, assistance and expertise in resolving problems pertaining to curriculum, instruction and assessment in a variety of areas;
- Communicate effectively in oral and written form;

WORKING CONDITIONS:

ENVIRONMENT:

- General office environment.

EDUCATION AND EXPERIENCE:

- Three to five years increasingly responsible educational management experience preferred.
- Three (3) years of teaching experience required
- Masters Degree from an accredited college or university preferred.

LICENSES AND OTHER REQUIREMENTS:

- Valid California Teaching Credential authorizing specialized services.
- Valid California School Administrative Credential.
- Valid California automobile operator's license.

PHYSICAL ABILITIES:

- Light physical effort.
- Normally located in a work environment with light physical qualifications and requirements.
- Ability to lift 25 lbs. maximum or carry any object weighing up to 15 lbs.