

EXECUTIVE DIRECTOR CURRICULUM AND INSTRUCTION

DEFINITION

Under administrative direction, plans, organizes, controls and directs Curriculum and Instruction Services (CIS) operations, activities, programs and educational services to provide curriculum and instructional support services for local school districts and enhance student learning and achievement in County schools; coordinate and direct communications, resources, personnel and information to meet school district needs and assure smooth and efficient Program activities; supervise and evaluate the performance of assigned personnel.; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Deputy Superintendent, Educational Services Division. Exercises general direction and supervision over assigned supervisory, professional, technical, and administrative support staff.

CLASS CHARACTERISTICS

This is a department director classification that oversees, directs, and participates in all activities of the Personnel Commission Services Department, including short- and long-term planning as well as development and administration of department policies, procedures, and services. This class provides assistance to the Superintendent in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, Office functions and activities, including the role of the Personnel Commission, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives, and for furthering the Office's mission, goals, and objectives within general policy guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plan, organize, control and direct CIS operations, activities, programs and educational services to provide curriculum and instructional support services for local school districts and enhance student learning and achievement in County schools; assure optimal allocation of CIS resources; assure related activities comply with established standards, requirements, laws, codes, regulations, policies and procedures.
- Coordinate and direct communications, resources, personnel, and information to meet school district needs and assure smooth and efficient Program activities; establish and maintain CIS timelines and

- priorities; direct the development and implementation of CIS activities, programs, plans, projects, standards, services, strategies, goals and objectives.
- Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination, and disciplinary actions; coordinate subordinate work assignments and review work to assure compliance with established standards, requirements and procedures; assure employee understanding of established requirements.
 - Provide leadership and services in curriculum and instruction for County school districts; assure adequate and optimal allocation of Program resources to meet the curriculum and instructional needs of the educational community; establish and maintain partnerships with outside agencies to facilitate and enhance support for Program services and curriculum and instruction resources for schools.
 - Monitor and analyze CIS operations and services for educational effectiveness; respond to staff, administrative, district and school input concerning educational needs; oversee and participate in the research, development and implementation of programs, services, policies and procedures to enhance student achievement, educational effectiveness of CIS and capacity to meet school district and student needs.
 - Coordinate and direct curriculum and instruction-related communications, resources and information between County Office administrators, personnel, school districts, county offices, schools, outside organizations, the public and various local and State agencies to meet the learning needs of students; assure proper and timely resolution of CIS issues and conflicts.
 - Plan, organize, control and direct operations and activities to enhance faculty, administrative and leadership team understanding of educational practices, instructional material guidelines and requirements, curriculum standards and instructional strategies, participate in the development and implementation of curriculum standards to meet student needs.
 - Direct and participate in the design, development, implementation and conducting of trainings, workshops and professional development activities for County faculty and administrators concerning educational programs, services and related principles, theories, standards, guidelines, requirements, practices, procedures and techniques; prepare and deliver oral presentations.
 - Provide consultation, technical expertise and coaching to staff, faculty, administrators, leadership teams and others concerning curriculum, instruction, school and district planning, professional development and Program services; respond to inquiries and provide detailed and technical information concerning related standards, requirements, plans, strategies, designs, goals, objectives, principles, priorities, practices, techniques, laws, codes, regulations, policies and procedures.
 - Assure adequate resources to meet school curriculum and instruction support service needs; monitor staffing needs and initiate recruitment activities as needed; recruit and hire consultants as needed; develop and provide internal and external assessment, instructional, curriculum, content-based and professional learning resources to enhance educational processes and outcomes for students.
 - Direct and participate in the research, assembly, compiling and analysis of a variety of technical data and information related to curriculum and instruction; oversee and participate in the development, preparation and distribution of presentation, training and informational materials; conduct a variety of statistical and analytical surveys and studies related to student needs and achievement.
 - Develop and prepare the annual preliminary budget for CIS; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; prepare, develop, negotiate and monitor contracts and service agreements, research, obtain and maintain grants and other funding sources.
 - Maintain current knowledge of educational methods, practices and standards related to CIS and related laws, codes, regulations, policies and procedures; modify programs and services to assure compliance with standards and requirements as needed.
 - Provide technical information and assistance to the Deputy Superintendent, Educational Services Division, regarding CIS operations, issues, needs and activities; participate in the formulation and development of related policies, procedures and programs.
 - Direct and participate in the preparation and maintenance of various narrative and statistical records, reports and files related to curriculum, instruction, school districts, schools, students, achievement,

budgets, personnel, projects, meetings, assessment, resources, tests, professional development, grants and assigned activities.

- Communicate with administrators, personnel and outside agencies to exchange information, coordinate activities and programs and resolve issues or concerns; oversee the preparation, distribution and response to CIS correspondence.
- Operate a variety of office equipment including audio-visual devices, projectors, computers and assigned software; drive a vehicle to conduct work.
- Coordinate, attend and conduct a variety of meetings; present materials and information concerning Program services, operations, issues, needs and activities; attend and participate in various conferences, institutes, seminars, teams, task forces, committees and in-services.
- Performs related duties as required.

QUALIFICATIONS

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Equivalent to master's degree from an accredited college or university with major coursework in education, or a closely related field; and
- Five (5) years of administrative experience working with educational programs and services including two years in a supervisory capacity.

Licenses and Certifications:

- Valid Administrative Services Credential.
- Requires possession of a valid California Driver's License and a satisfactory driving record to be maintained throughout employment.

Knowledge of:

- Planning, organization and direction of COS operations, activities, programs and educational services to provide curriculum and instructional support services for local school districts and enhance student learning and achievement in County schools.
- Curriculum standards, interpretation and application in County schools and various subject areas. Local, State and federal standards and requirements governing CIS.
- Principles, practices and procedures involved in the development and implementation of CIS activities, programs, plans, projects, standards, services, strategies, goals and objectives.
- Principles, theories, standards, practices, strategies and procedures involved in enhancing student achievement.
- Instructional techniques and strategies related to County schools and programs. Policies and objectives of assigned programs and activities.
- Practices, procedures and techniques involved in the development and implementation of staff development activities.
- Budget preparation and control.
- Oral and written communication skills.
- Principles and practices of administration, supervision and training. Applicable laws, codes, regulations, policies and procedures.
- Interpersonal skills using tact, patience and courtesy. Operation of a computer and assigned software.

- Public relations and speaking techniques.
- Equitable practices to address the needs of historically marginalized children and families.

Ability to:

- Plan, organize, control and direct CIS operations, activities, programs and educational services to provide curriculum and instructional support services for local school districts and enhance student learning and achievement in County schools.
- Coordinate and direct communications, resources, personnel and information to meet school district needs and assure smooth and efficient Program activities.
- Supervise and evaluate the performance of assigned personnel. Facilitate groups in planning, problem-solving and decision-making.
- Work collaboratively with individuals and groups from diverse ethnic, racial, linguistic and social backgrounds.
- Direct the development and implementation of CIS activities, programs, plans, projects, standards, services, strategies, goals and objectives.
- Provide consultation, technical expertise and coaching concerning curriculum, instruction, school and district planning, professional development and Program services.
- Develop and provide internal and external assessment, instructional, curriculum, content-based and professional learning resources to enhance educational processes and outcomes for students.
- Coordinate activities to enhance faculty and administrative understanding of educational practices, curriculum standards and instructional strategies.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain laws, codes, regulations, policies and procedures. 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 timelines.
- Prepare and deliver oral presentations. Work independently with little direction. Plan and organize work.
- Prepare comprehensive narrative and statistical reports.
- Direct the maintenance of a variety of reports, records and files related to assigned activities.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.