

MANAGEMENT JOB DESCRIPTION

DIRECTOR OF CURRICULUM AND INSTRUCTION

JOB SUMMARY:

Under the direction of the Area Assistant Superintendent, plays a key role in the development of programs that will affect student achievement and teacher effectiveness. Strong and energetic leadership is required to establish innovative strategies that focus on the students' experience in the instructional program. They will be expected to utilize media, technology, and research and evaluation tools to positively impact the achievement of all students. In addition, visionary leadership is required as the District develops a plan for Rigorous Learning for All.

PRIMARY JOB FUNCTIONS:

Provides leadership and vision in the ongoing planning, implementation, development, direction, review and evaluation of the district's curriculum and instructional services. Provides coordination for the development of training for teachers, and the continued refinement of instruction and assessment policies, practices, and guidelines.

ESSENTIAL JOB FUNCTIONS:

- Ensure that the district/school education objectives are aligned to state frameworks and to instructional practices that yield the highest standards of student achievement and instructional excellence.
- Develops, in collaboration with educational partners, district and school professional learning for teachers, support staff, and administrators to assist in raising the level of instructional performance and student achievement using effective practices, including research on theory and content standards.
- Supports all aspects of district instructional and curriculum integration of technology.
- Represents the district in meetings and conferences related to curriculum and instruction.
- Collaborates with site administrators to ensure quality support is provided by Instructional Services.
- Sets, assesses, and verifies short-term and long-term goals of the curriculum.
- Uses data to make decisions and adjustments to the curriculum program using effective practices, including research on theory and content standards.
- Ensures the funding for educational projects is purposeful and continually supports District goals and priorities.
- Coordinates District data management including monitoring of student progress.
- Guides and collaborates with staff in the selection of instructional materials and resources.
- Serves on district-wide committees as needed.
- Performs other duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

Applicable Credentials

- Teaching credential. Administrative Services Credential

Training and Experience

- Credential requirement to be supplemented by progressively responsible experience in education leadership. Evidence of successful teaching experience. **Principal experience preferred.**

Management Salary Schedule: Range A

BOARD APPROVED: 06/12/24
 05/21/25