Job Description
Mt. Diablo Unified School District

Executive Director, Curriculum, Instruction, and Improvement

PURPOSE

The Executive Director of Curriculum, Instruction, and Improvement provides leadership for the development, implementation, and continuous improvement of districtwide curriculum, instruction, and instructional support services. As a member of the Educational Services leadership team, the Executive Director collaborates to design and implement professional learning, instructional strategies, program compliance, and key planning initiatives, including the Local Control and Accountability Plan, Site Single Plans, contracts, and the school calendar.

SUPERVISION

Reports to: Chief, Educational Services
Supervises: Assigned Staff

ESSENTIAL FUNCTIONS

- Provide leadership, support, and accountability in the development, implementation, and coordination of the district's TK-12 and Adult Education instructional program and standards alignment.
- Prepares, reviews, and monitors the District's LCAP and the LCAP process for the District. Works in collaboration with the Chief, Educational Services in the planning, directing and managing of strategic development of the LCAP.
- Provides leadership, training, and program guidance to sites and departments in the development of the site School Plans for Student Achievement (SPSA), and other site plans as needed.
- Plans and coordinates calendar, organization, and content of District staff development for certificated and classified staff assuring that all instruction and staff development programs and activities are standards-based and aligned with adopted curriculum.
- Coordinates and supervises the selection, development, purchase, and implementation, and evaluation of instructional materials, including materials designed specifically to meet the needs of English Language Learners, in accordance with California Department of Education guidelines and District policies.
- In collaboration with the Assessment, Research, and Evaluation department, the Director will analyze student achievement data, program design and implementation, and the effectiveness of instructional programs and site improvement initiatives. The Executive Director will use site and district-level data to identify needs and provide targeted support, intervention strategies, and professional learning.

- Provides campus leaders with research-based strategies to ensure academic achievement.
- Support a district culture that promotes learning, high expectations, and academic rigor for self, students, and staff performance.
- Assist the Chiefs and Superintendent with special projects, compliance measures, and reports to the Board of Education.
- Acts as an advisor to the Chiefs and the Superintendent on all items relating to curriculum, compliance, improvement protocols, and instructional affairs of the District.
- Develop, organize, and implement policies and short- and long-term plans, and ensure accountability for financial and resource strategies that support the district's instructional program.
- Develop, allocate, and monitor budgets for schools, assigned programs, facilities, equipment, and inventories to ensure fiscal responsibility
- Present curriculum, contract, and programmatic adoptions and changes to the Board of Education.
- Supervises all Categorical Programs, such as Title I, Title II, and Title III.
- Serves as a liaison between the private and charter schools and the District in providing federal and state-mandated support services to their students.
- Collaborates with Business Services to coordinate and/or provide services to school sites on state and federal program finance requirements.
- Coordinates and supervises library services
- Other related duties as assigned.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

Education:

- High school diploma or equivalent required
- Any combination equivalent to: Bachelor's Degree in a related field and at least 5 years of experience in instructional leadership and/or education administration with proven experience in improving outcomes for students.
- Master's degree desirable

Experience:

- A minimum of five years of leadership experience in education.
- A minimum of three years of experience in teaching.
- Experience managing school/department/program budgets
- Demonstrated interest, ability and involvement with innovative and contemporary education initiatives and programs.

Required Knowledge:

- Business writing and professional communication
- California Education Code, California Department of Education regulations, and applicable federal laws governing curriculum, instruction, assessment, and categorical programs.
- District curriculum, assessment and instructional specification and expectations
- California State Standards, curriculum frameworks, and instructional shifts, including English Language Arts, Mathematics, Science, and History–Social Science.
- Effective instructional practices, culturally responsive teaching, differentiated instruction, and strategies to improve student achievement for diverse learners.
- Effective strategies for personnel and financial management.
- Effective staff development models and quality professional learning.
- Effective instructional strategies for all students, including Multilingual Learners, students with disabilities, and students impacted by trauma or other chronic stressors.
- Principles and practices of continuous improvement, school improvement planning, and systemic change in educational organizations.
- Applicable computer software programs for data storage and retrieval, word processing, Google literate, spreadsheets, scheduling, data management and complex calculations.

Required Abilities :

- Ability to maintain a high level of discretion and confidentiality.
- Ability to communicate effectively both orally and in writing.
- Ability to organize and prioritize tasks to meet deadlines.
- Ability to provide visionary leadership for district-wide curriculum, instruction, and continuous improvement initiatives.
- Ability to interpret and apply education codes, regulations, and policies related to curriculum, instruction, and federal programs.
- Ability to analyze complex educational data and translate findings into actionable strategies.
- Ability to lead large-scale instructional initiatives across multiple schools and departments.
- Ability to facilitate collaborative planning processes, including LCAP and SPSA development.
- Ability to supervise, coach, and evaluate staff to support professional growth and organizational effectiveness.

Required Skills:

- Expertise in curriculum development, instructional design, and standards alignment, including California State Standards and frameworks.
- Strong knowledge of LCAP development, monitoring, and reporting, including stakeholder engagement and accountability requirements.
- Demonstrated skill in analyzing student achievement data to inform instructional decisions, program improvement, and resource allocation.
- Experience designing and facilitating high-quality professional learning for certificated and classified staff.
- Knowledge of state and federal education programs including Title I, Title II, Title III, and related compliance requirements.
- Skill in strategic planning and program evaluation to support district improvement initiatives.
- Strong organizational and project management skills to coordinate multiple initiatives and timelines.
- Ability to develop and manage budgets, grants, and categorical program funds.
- Effective communication and presentation skills, including the ability to prepare reports and present to the Board of Education and stakeholders

Work Environment:

- Office environment at a school site or central office
- Frequent interruptions and interaction with students, parents, staff, and public
- Fast-paced work with deadlines

Physical Demands:

- Dexterity of hands and fingers to operate a computer keyboard
- Sitting or standing for extended periods
- Seeing to read documents and monitor screens
- Hearing and speaking to exchange information
- Communicate so others will be able to clearly understand normal conversation and purpose of communication.

LICENSES AND OTHER REQUIREMENTS

- Valid California Multiple Subject or Single Subject Teaching Credential
- Administrative Services Credential
- Valid California Driver's License may be required for some assignments
- DOJ/FBI fingerprint clearance
- TB test clearance

Classification: Certificated Management

Salary Range: Certificated Salary Schedule, Range 36
FLSA Status: Exempt
Bargaining Unit: DMA

Number of Days: 248

Date Adopted: March 11, 2026