

Position: Director – Curriculum and Instruction**Classification:** Certificated Management**Reports to:** Assistant Superintendent, Educational Services**Range:** Certificated Management Salary Schedule

EDUCATION AND EXPERIENCE

A Bachelor's Degree and at least three years successful administrative experience. Site principal experience preferred.

LICENSES AND OTHER REQUIREMENTS

Valid California Teaching Credential. Valid California Administrative Credential. Valid California Driver's License.

SUMMARY

Under the direction of the Assistant Superintendent of Educational Services, assume responsibility for the application, planning, implementation and evaluation of curriculum and instruction issues. Provide consultant services to the individual schools in the Central Unified School District. Maintain necessary liaison with the Fresno County Superintendent of Schools, State Department of Education, California Commission on Teacher Credentialing, Institutes of Higher Education, Federal agencies, and school sites in all matters affecting curriculum and instruction. Assume responsibility for curriculum, standards and evaluation.

REPRESENTATIVE DUTIES (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

- Directs the administration and supervision of elementary and secondary curriculum
 - a. English Language Arts
 - b. Mathematics
 - c. Science/Health
 - d. Social Science
 - e. Visual Performing Arts
 - f. Physical Education
- Plans and assists with developing and implementing the Common Core State Standards and State Standards
- Plans and assists with the acquisition of core instructional materials
- Develops assigned budgets and allocates resources in a manner consistent with program rationale, design, and goals
- Assists school sites with the implementation of curriculum
- Disseminates information and coordinates changes in the instructional program
- Coordinates appropriate committees in planning, development, and revision of curriculum guides, course outlines, and instructional materials
- Keeps abreast of curricular innovation, disseminates research and descriptive materials and conducts field testing
- Knowledge of the California Standards for the Teaching Profession
- Experience presenting professional learning
- Responsible for the evaluation of assigned certificated and classified employees
- Assists with communication, problem solving, and interpretation of policies and procedures for school personnel and members of the community
- Performs other duties related to the position as may be assigned

Director – Curriculum and Instruction – Continued**KNOWLEDGE AND ABILITIES**

Should possess personal qualifications recognized as essential for good public employees including integrity, initiative, dependability, courtesy, good judgment, maintains confidentiality and ability to work cooperatively with others.

Knowledge of:

- Current educational administration principles and practices
- Educational programs, curriculum and instructional practices
- Employee organization contracts
- Planning process
- Budget preparation and control
- District organization, operations, policies and objectives
- Oral and written communication skills
- Principles and practices of management
- Applicable laws, codes, regulations, policies and procedures

Ability to:

- Support and monitor the delivery of curriculum
- Assess school effectiveness
- Monitor the assessment of the instructional needs of students
- Exercise judgment and discretion in interpreting and applying policies and procedures
- Communicate effectively both orally and in writing
- Interpret, apply and explain rules, regulations, policies and procedures
- Analyze situations accurately and adopt an effective course of action in concert with site principal
- Meet schedules and time lines
- Work independently with little direction
- Plan and organize work
- Prepare comprehensive narrative and statistical reports
- Supervise and evaluate the performance of assigned staff

WORKING CONDITIONS**Environment:**

Office environment; driving a vehicle to conduct work

Physical Abilities:

Sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations; reaching overhead, above the shoulders and horizontally, bending at the waist or kneeling to retrieve supplies or other materials.

Contact with dissatisfied or abusive individuals

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional related duties may be assigned.