Position: Director - Curriculum & Instruction	FLSA: Exempt	Work Days: 223
Reports to: Associate Superintendent or Designee	Salary: Certificated Management Salary Schedule – Range C	

Job Descriptions are intended to present a descriptive list of the range of duties performed by employees in the class. Job Descriptions are not intended to reflect all duties performed within the job.

OVERALL OBJECTIVE AND SUMMARY:

The Director - Curriculum & Instruction provides leadership in planning, directing, implementing, and evaluating the District's K–12 curriculum, instruction, and professional learning programs. This position develops and sustains instructional systems aligned with District priorities, state frameworks, and academic standards. The Director leads instructional design, curriculum and materials adoption, professional development systems, assessment alignment, and program evaluation for continuous improvement. This role supervises assigned staff and collaborates with site and district administrators to promote equitable, high-quality learning opportunities for all students.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities may include, but are not limited to, the following:

- Supervise, support, and evaluate staff as assigned; foster a culture of accountability, collaboration, and professional growth.
- Provide leadership aligned with the District's Vision, Goals, Core Values, and Theory of Action for Student Success.
- Plan, organize, and oversee assigned functions to support effective operations, continuous improvement, and alignment with district priorities.
- Use data and evidence to inform decision-making, monitor progress, and drive outcomes through the Cycle of Continuous Learning and Improvement (CCLI).
- Promote equitable access to programs and services and inclusive practices that support the success of all students.
- Maintain compliance with applicable laws, regulations, policies, and collective bargaining agreements
- Oversee and/or support budgeting, resource allocation, and strategic planning efforts to advance district goals (as applicable).
- Promote safe, positive, and productive learning and working environments.
- Provide leadership, direction, and oversight for the development, implementation, and evaluation of the District's K–12 curriculum across all subject areas.
- Oversee districtwide instructional design, ensuring instructional programs are coherent, research-based, equitable, and aligned to standards.
- Direct the planning and implementation of curriculum-related professional development, training, and coaching for staff.
- Support continuity, articulation, and vertical alignment of curriculum and instruction across grade levels, schools, and pathways, including elementary, secondary, and post-secondary transitions.
- Lead and oversee the evaluation, selection, adoption, and implementation of textbooks and instructional materials for the District.
- Assess district needs and design multi-tiered, data-informed professional learning systems for certificated staff, including instructional leadership development.
- Oversee the district standards-aligned assessment program, including implementation, monitoring, training, and data use.
- Coordinate and supervise the work of committees/cadres engaged in the planning, development, revision, and implementation of curriculum materials, courses of study, guides, assessments, instructional resources, and pedagogical practices.
- Provide leadership in the integration of effective instructional technology practices across instructional programs.
- Collaborate with district leaders to align instructional initiatives with strategic plans, LCAP goals, district equity efforts, and state/federal accountability requirements.
- Prepare, administer, monitor, and evaluate budgets related to curriculum, instructional programs, assessment, and professional learning.
- Serve as a district representative on committees, boards, and collaborative workgroups related to instruction and curriculum.
- Monitor compliance with federal, state, and local regulations related to curricular and instructional

programs.
- Prepare and present reports, recommendations, and updates to the Superintendent, Cabinet, Board of Trustees, and stakeholder groups.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices related to the technical aspects of the assigned department.
- Federal, State, and local laws, regulations, Education Code provisions, and collective bargaining agreements applicable to assigned departments.
- District organization, operations, policies, goals, and objectives.
- Recordkeeping, office organization, and standard administrative practices.
- Proper English usage, including grammar, spelling, punctuation, and vocabulary.

Ability to:

- Communicate effectively orally and in writing and build effective working relationships with diverse audiences, including staff, students, families, community partners, and stakeholders.
- Exercise sound judgment in problem-solving, conflict resolution, and decision-making.
- Adapt to changing priorities and organizational needs with flexibility and professionalism.
- Manage budgets and allocate resources in alignment with district priorities, as applicable.

PHYSICAL ABILITIES

Positions in this classification typically require the following physical abilities to successfully perform the essential functions of the job, with or without reasonable accommodation:

- **Mobility:** Ability to sit, stand, and walk for extended periods of time. Ability to move throughout district facilities, school sites, offices, warehouses, and community locations as required.
- **Manual Dexterity:** Sufficient fine motor skills to operate a computer, keyboard, mouse, tablet, telephone, and other standard office equipment. Ability to write, type, review, and prepare documents accurately.
- **Vision:** Ability to read printed materials and electronic documents, review data, and analyze reports. Adequate visual acuity to utilize computer screens for extended periods and observe site conditions.
- **Hearing and Speech:** Ability to hear and understand conversations in person, over the telephone, and through virtual platforms. Ability to speak clearly to participate in meetings and direct communication with individuals and groups.
- **Lifting/Carrying:** Ability to occasionally lift, carry, push, or pull materials and equipment typically up to 25 pounds.
- **Reaching/Bending/Stooping:** Ability to bend, stoop, reach, and stretch as required.
- **Travel:** Ability to travel between district sites, community locations, and external meetings. May require operation of a personal or district vehicle.
- **Work Environment Tolerance:** Ability to work in standard office settings as well as school, operational, warehouse, or outdoor environments, which may include moderate noise levels and varying temperatures.
- **Extended Work Hours:** Ability to work extended hours, evenings, and occasional weekends as required for meetings, events, emergencies, or operational needs.

EDUCATION AND EXPERIENCE

Any combination of experience and training that would likely provide the required knowledge and abilities could qualify someone for this position. A typical way to obtain the knowledge and abilities would be:

- Education: Equivalent to a bachelor’s degree or higher from an accredited college or university in education, educational leadership/administration, curriculum and instruction, public administration, or a closely related field.
- Experience: Three years of progressively responsible experience in education, curriculum and instruction, instructional leadership, or a related public education setting.

LICENSES AND CERTIFICATES

- Valid California driver’s license required
- Valid California Teaching Credential required
- Valid California Administrative Credential required