



**Duties and Responsibilities of
Director, Curriculum and Instruction**

Primary Function

Under the supervision of the Assistant Superintendent, Educational Services, the Director, Curriculum and Instruction will perform administrative duties and provide leadership with primary responsibility for the research, planning, development, implementation, and evaluation of the curriculum and instruction functions for the District.

Duties and Responsibilities

Develops and articulates the District's mission, instructional philosophy, goals, and objectives using collaborative processes and problem-solving techniques;

Directs and coordinates teachers and administrators in developing schoolwide instructional goals, objectives, and assessment instruments, and systems of monitoring the implementation of District and site staff development;

Plans, organizes, and coordinates the District categorical and special program functions and activities as assigned;

Conducts workshops, orientations, and a variety of staff development and training activities pertaining to categorical program phase-in processes and project component requirements;

Confers with, counsels, and advises management and instructional personnel concerning instructional methods, techniques, and strategies in compliance with state review team audit procedures;

Researches and disseminates information pertaining to categorical programs and legal mandate changes in program requirements and standards;

Reviews, monitors, and audits the categorical program budgets and special funds, and implements expenditure control procedures to ensure compliance with state, federal, and District policies, regulations, and guidelines;

Monitors the District Program Improvement status, including supplemental services;

Supports and guides site administrators and teachers in developing a four-year college-going culture K-12, particularly increasing a-g completion rates;

Develops and implements an ongoing procedure and analysis for curriculum review, development, and/or revision;

Coordinates and supervises the annual revision of the Course of Study for grades K-12, Director, Curriculum and Instruction;

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Manages and controls the examination, evaluation, adoption, purchase and utilization of instructional resources, while directing the instructional materials department;

Establishes lines of communication with staff and community regarding curriculum and instruction, including: promoting and developing community based partnerships to further the mission of the District and provide additional opportunities for students, and developing and disseminating public information regarding the District's instructional program;

Plans and implements professional development activities for certificated and classified employees, including research-based instructional practices, and assisting site administrators and teachers in planning staff development activities at the school level;

Coordinates the District Career Technical Education program (CTE), including partnership academies, Carl Perkins, Regional Occupational Program (ROP), and articulation agreements;

Coordinates the K-12 physical education, health, science, social science, fine arts, and music programs;

Coordinates response to K-12 intervention;

Collaborates with site principals to plan and coordinate academic support programs during, after, and summer school;

Secures consultants, specialists, grants, and other community resources to assist the District, principals, and instructional staff in attaining objectives;

Assists the supervisor in carrying out other duties and responsibilities as directed;

Participates cooperatively with evaluator to implement the procedures by which he/she will evaluate in conformance with the District's uniform guidelines for certificated personnel evaluation and assessment.

Education and Experience

Education:

- Any credential(s) authorizing service as an intermediate level administrator in a unified school district;
- Master's Degree;
- Training beyond credential requirements in curriculum, supervision, methods and materials, organization, and administration and a Doctor's Degree is desirable.

Experience:

- Five years of experience in education;
- Teaching experience at the elementary and/or secondary school level, experience in coordination and supervision;
- Three to five years as a successful principal, significantly increasing student achievement is desirable.

Knowledge, Skills, and Abilities

Knowledge of:

- Leadership development;
- Curriculum planning and development;
- Essential components of school innovation;
- Instructional techniques, methods, and materials;
- Coaching strategies;
- The elements of Program Improvement;
- State and federal requirements for categorical program monitoring;
- Career Technical Education (CTE).

Ability to:

- Communicate well, both orally and in writing;
- Interpret data;
- Exercise leadership role to improve focused collaboration and cooperative planning, for professional learning communities;
- Evaluate instructional program effectiveness;
- Plan, organize, and coordinate a variety of projects simultaneously;
- Advance a school, improving student achievement;
- Facilitate training and coaching for teacher/administration leadership;
- Work cooperatively with other staff members, community, and parents.