

Position: Director of Curriculum, Instruction & Technology
Salary Schedule: Certificated Management 210 days
Responsible to: Superintendent

Summary:

This position reports directly to the Superintendent and is responsible for directing the processes of district-wide curriculum development, student assessment, program evaluation, and certified TK-12 professional development with a focus on continuous improvement and in a manner consistent with a collaborative systems approach.

Essential Duties:

- Working collaboratively with the superintendent, lead stakeholder engagement in the development and implementation of standards-based curriculum. Create, lead and support implementation of standards based curriculum across all content areas. Support principals in high quality implementation of standards-based curriculum and in ensuring their staff understand the guaranteed and viable curriculum.
- Articulate the District's mission, instructional philosophy, goals, and objectives using collaborative processes and problem-solving techniques.
- Plan and lead the District's professional development efforts, including further implementation of the teaching and learning cycle and improvement of professional development activities on early release days. Ensure efficient integration of the District's professional objectives into the curriculum for teachers new to the District.
- Develops and implements an ongoing procedure and analysis for curriculum review, development, and/or revision.
- Work with principals and teacher committees in organizing and coordinating grade level and department meetings in order to effect horizontal and vertical integration and articulation of the instructional program throughout the district.
- Lead TK-12 new course approval, course evaluation, and curriculum adoption processes.
- Conduct site visits to schools to assess the implementation of the guaranteed and viable curriculum, and the quality of instruction PK-12.
- Manage, monitor, and evaluate the implementation of district-wide assessments.
- Support and guide the development and implementation of a college and career readiness culture TK-12.
- Coordinate the development and implementation of the district's technology plan, oversee the digital citizenship curriculum and lead the technology committee
- Interpret and communicated federal, state, and district law, policy or procedure related to instruction, curriculum, use of educational materials and required school procedures and reports.
- Lead and manage budgets across curriculum, instruction, and assessments in collaboration with the superintendent.
- Prepare and deliver reports related to program effectiveness and monitoring to the superintendent and Board of Education, including recommendations for new policies or revisions to existing policies as conditions change.
- Analyze data to assess the effectiveness of the LCAP plan, actions and strategies, develop the annual timeline for revision and review, guide the stakeholder engagement process and serve as primary author of the document with the help, participation and support of district level leadership and school principals.
- Coordinator of the English Learner program including ELPAC.
- Performs other duties as assigned.

Knowledge of:

- Curriculum and development, instructional methods and teaching strategies.
- School law administration and applicable sections of the State Education Code and other applicable laws.
- Board and district policies, procedures and regulations.
- Interpersonal skills using tact, patience and courtesy.
- Comprehensive organization, activities, goals and objectives of an elementary/middle/high school.
- Human relations strategies, community relations strategies, conflict resolution strategies and team building techniques.

Ability to:

- Communicate effectively both orally and in writing.
- Establish and maintain effective organizational and community relationships.
- Demonstrate effective instructional, organizational, and administrative leadership.
- Set school wide operational priorities and manage time effectively.
- Analyze problems, identify potential solutions and make appropriate and effective decisions.
- Work independently with little direction.
- Work effectively in a demanding environment with frequent interruptions.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Work in a diverse socio-economic and multicultural community.
- Maintain consistent, punctual and regular attendance
- Effectively utilize technology, software, and other job-related equipment.
- Meet schedules and time lines.
- Retain composure during rare, potentially volatile, situations involving students and/or parents.
- Drive a personal vehicle to conduct business.

Physical Requirements:

- Ability to communicate so others will be able to clearly understand a normal conversation.
- Ability to understand speech at normal levels.
- Ability to work at a desk and in meetings of various configurations.
- Ability to work indoors and outdoors in varying conditions of weather and temperature.
- Ability to bend, twist, stoop, and reach.

Education / Credential(s) and/or Other Licensure(s):

- Master of Arts degree required.
- Valid California Teaching Credential required.
- Valid California Administrative Services Credential required.
- Valid California driver's license.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program at time of hire.

Experience:

Previous Admin experience required; LCAP experience preferred; Educational Leadership preferred.