

CAPISTRANO UNIFIED SCHOOL DISTRICT

San Juan Capistrano, California

ASSISTANT SUPERINTENDENT, CURRICULUM AND INSTRUCTION, ELEMENTARY EDUCATION (PRESCHOOL - GRADE 5)

DEFINITION

Under the direction of the Associate Superintendent, Education and Support Services, the Assistant Superintendent, Curriculum and Instruction, Elementary Education provides leadership and management of educational programs, instructional practices, and support services for preschool through 5th grade. This role ensures alignment with the district's mission, vision, and goals, while supporting a Multi-Tiered System of Supports (MTSS) and fostering student achievement in early and elementary education as defined by the Vision of a CUSD Graduate.

EXAMPLES OF DUTIES

- Develop, implement, and evaluate curriculum, instructional strategies, and assessment systems tailored for preschool through 5th grade.
- Oversee early literacy, foundational mathematics, social-emotional learning, and well-being initiatives, ensuring alignment with state and federal standards.
- Provide leadership and oversight for the district's Early Childhood Department, including programs and initiatives within the Department
- Assist as needed with special education programs, acceleration, and intervention strategies specific to elementary students.
- Provide leadership in professional development for elementary teachers and administrators, focusing on best practices in early education and elementary instructional methods.
- Collaborate with parent and community stakeholders to enhance early childhood education and elementary programs.
- Implement counseling, well-being, and health services designed to support the developmental needs of young learners.
- Establish and oversee MTSS strategies for early identification and intervention of academic and behavioral challenges.
- Collaborate with elementary principals and instructional staff, ensuring effective teaching and learning.
- Collaborate with Assistant Superintendent, Elementary Schools, to ensure coherence of instructional priorities and support for schools.
- Guide student assessment practices, including diagnostic, state testing, formative assessments, and performance-based measures.
- Serve as an advisor to the Superintendent on elementary education policies, initiatives, and instructional trends.
- Serve as the Instructional Materials Review Committee (IMRC) non-voting co-Chair and facilitate the IMRC meetings and processes.

EXAMPLES OF DUTIES, CONTINUED

- Align budget and resources to support elementary curriculum, professional learning, and student support initiatives.
- Promote public awareness and outreach to engage families and the community in early learning programs.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Early childhood and elementary curriculum standards, instructional best practices, and assessment methods.
- Child development theories and age-appropriate learning strategies.
- Multi-Tiered System of Supports (MTSS) and Professional Learning Communities (PLC) for early intervention and student success.
- California state education laws, policies, and compliance regulations for elementary education.
- Parent engagement strategies and family support services.
- Budget planning and resource allocation for elementary education programs.

Ability to:

- Lead, develop, and implement elementary curriculum and instructional programs.
- Provide professional development and support for elementary teachers and administrators.
- Analyze and use student data to drive instructional improvements.
- Foster collaborative relationships with parents, community members, and school site leaders.
- Ensure alignment between general education and special education services for students in grades Preschool-Grade 5.
- Effectively communicate both orally and in writing with diverse stakeholders, including teachers, families, and district leadership.
- Comply with the District's customer service standards, as outlined in Board Policy

Education: Master's degree in education or a related field from an accredited college or university.

Experience: Eight years of progressively responsible leadership experience, including five years of successful teaching experience, and three years as an elementary principal or district administrator.

Credential: Valid California Teaching Credential and Administrative Services Credential.

Other: Possession of a valid CA Driver's License.