

Sacramento County Office of Education Job Description

Classification Title: Executive Director, Curriculum and Instruction

DEFINITION

Under general direction, leads the strategic planning, development, and administration of the Curriculum and Instruction (C&I) departmental operations, programs, and services to implement an integrated approach across content areas and expanded learning for all students, including multilingual learners; administers the development and delivery of programs in C&I, including oversight of personnel, budgeting, curriculum development, grant management, and interagency collaboration; coordinates, manages and leads technical assistance to Local Education Agencies (LEAs), the delivery of professional learning and coaching for teachers and administrators, and the management of statewide grants and initiatives; performs other related duties as assigned.

DIRECTLY RESPONSIBLE TO

Appropriate Administrator

SUPERVISION OVER

Professional, technical, and clerical personnel as assigned.

DUTIES AND RESPONSIBILITIES

(Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

- Leads the C&I team in developing, planning and delivering professional learning activities and coaching for TK-12 teachers, coaches, and administrators;
- Leads technical assistance efforts for identified districts and schools to support the implementation of grade level standards and intervention programs aligned with the California Content Standards, and Curriculum Frameworks for all content areas;
- Engages in cross-departmental collaboration to coordinate and align technical assistance for LEAs to support student success;
- Develops, implements, maintains and evaluates programs to promote student achievement and analyze disaggregated data by student groups to address achievement gaps;
- Develops, implements and evaluates objectives, goals, policies, and procedures to ensure program effectiveness in supporting administrators, teachers, and students;
- Leads and monitors the development and delivery of grants and contracts to support department goals;
- Ensures compliance with grant fiscal and reporting requirements, and state and federal guidelines;
- Organizes and implements a systematic and sustained approach to professional development across all content areas;
- Leads the C&I team in supporting district and charter school site leadership teams, instructional coaches, and classroom teachers in implementing research-based practices;
- Establishes and maintains effective communication and cooperative working relationships with clients, staff and other state, regional and local agencies;
- Partners with county offices and statewide organizations on large-scale project and policy development and implementation;
- Manages report preparation, program file maintenance and recordkeeping systems;
- Reviews and monitors department budgets, grants, and expenditures;
- Selects, trains, supervises and evaluates the performance of professional, technical, and clerical staff.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Possession of a valid California Administrative Services Credential and a valid California Multiple Subject or Single Subject teaching credential;
- Successful experience developing, administering and monitoring elementary or secondary instructional programs;
- Progressively responsible experience providing professional learning to TK-12 administrators and educators;
- Experience working in schools as an outside agent.

Knowledge of:

- California Content Standards and Curriculum Frameworks;
- Best practices in teaching and assessment;
- Principles and practices of adult learning theory;
- Effective methods for staff development and professional learning;
- Program development, implementation and evaluation methods;
- Barriers associated with implementing curricular and instructional programs;
- State and local agencies and organizations participating in curriculum and instructional activities and programs;
- Principles and best practices related to educational data collection and data-driven decision making;
- Funding, budget development and principles of grant management;
- Effective communication and collaboration strategies;
- Methods of effective supervision including personnel selection, training, observation, assessment, and evaluation practices.

Skill and Ability to:

- Provide strategic direction and positive leadership;
- Plan, develop, implement and evaluate curriculum, technical assistance, instructional services and professional learning strategies;
- Develop and manage budgets and monitor expenditures;
- Advise and assist LEAs and schools with curriculum and instructional programs;
- Collect, analyze, and interpret data to ensure continuous program improvement;
- Develop measurable goals and objectives, set priorities, and evaluate progress towards achievement;
- Collaborate with external partner agencies to develop proposals, submit applications, and manage large-scale regional and state-wide contracts, grants and projects;
- Organize and prioritize work;
- Develop and meet schedules and timelines;
- Exercise a high degree of judgment and utilize various strategies in working with various educational partners;
- Model strong interpersonal skills using tact, patience, courtesy, and culturally appropriate supports;
- Establish and maintain cooperative and effective working relationships and communication with individuals and groups from diverse backgrounds;
- Communicate accurately and effectively in both oral and written form;
- Effectively transmit knowledge and skills to staff and a variety of educational partners;
- Analyze situations accurately and adopt an effective course of action;
- Integrate the use of technology to enhance job performance;
- Select, train, supervise, and evaluate the work activities of assigned staff;
- Meet reporting requirements and maintain required records;
- Operate standard office equipment and use standard software applications, including video-conferencing platforms.

Other Characteristics

Willingness to travel as needed to conduct work assignments and to drive or arrange for alternative transportation for such travel. Driving will require compliance with all legal requirements, including a driver's license and insurance as appropriate.

11/2025