

**Job Title: DIRECTOR OF CURRICULUM, INSTRUCTION, AND ASSESSMENT**

**Definition:**

Under the general supervision of the Assistant Superintendent, Education Services: assists with the development and administration of the district's curriculum, grades TK-8; works closely with teachers and administrators to assure alignment of Common Core State Standards, district instructional objectives, textbook instructional materials adoption, the Multilingual Learner Programs, and district state testing; assists with design and implementation of professional training which supports the district instructional program for the primary purpose of improving student achievement.

**Essential Job Duties:**

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Review, revise, and develop all curriculum programs (English Language Arts, Math, Science, Social Studies, etc.) which support district educational objectives.
2. Coordinate alignment of the district's curriculum, including curriculum objectives, instructional materials, and evaluation of instruction.
3. Coordinate and support core and Intervention programs in the areas of instruction, curriculum, assessment, and professional development.
4. Coordinate development of instructional guidelines, Year-at-a-Glance, and district benchmark assessments.
5. Coordinate and support Instructional Coaching, Professional Learning Communities, data analysis, and the Multi-Tiered Systems of Supports process.
6. Assist in planning and facilitation of staff development programs for certificated employees.
7. Coordinate evaluation and selection of instructional materials.
8. Facilitate meetings of site administrators, teachers, and curriculum specialists to assist in maintaining district awareness of innovative materials and approaches.
9. Serve as a resource person for curriculum and staff development committees by facilitating communications, preparing reports, and compiling research.
10. Coordinates Williams Instructional Materials compliance process.
11. Supervises district instructional coaches.
12. Provides guidance and professional learning to ensure the ethical, responsible, and instructional use of educational technology and Artificial Intelligence (AI) in alignment with district goals, policies, and instructional best practices.
13. Works closely with the Director of Assessment, Insights, and Measurement to create and implement local assessments.
14. Designs and implements systems, structures, and supports for increased student learning and achievement.
15. Provide leadership in the development of District redesignation criteria.
16. Identify vision for Specially Designed Academic Instruction in English and other language proficiency development instructional strategies used for integrated and designated multi-lingual learner services.
17. Coordinate with District partners on Migrant and Immigrant Education Programs.
18. Establish structures for Multilingual Learner Advisory Committees and District Multilingual Learner Advisory Committee, referred to locally as ELAC and DELAC.

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19. Assists the Ed Services Department with the adoption and implementation of the English Language Proficiency curriculum and policies.
20. Provide leadership over the development, implementation, and evaluation of programs and services for newcomer students. This includes guiding schools in the use of culturally responsive practices, language acquisition strategies, and academic scaffolds to support the successful integration of newcomers into the educational system. Develop a district-wide system that addresses the academic and social-emotional needs of newcomer students.
21. Provide support as needed to the Dual Language Immersion program.
22. Lead identification of district translation and interpretation needs.
23. Perform other related duties as assigned.

**Minimum Knowledge, Skill, and Ability**

**Knowledge of:**

- District instructional objectives
- State frameworks and curriculum design and development
- District testing practices and procedures
- Professional development
- School and District Policies and Procedures
- Computer and related software
- Lesson design and delivery
- Funding and grant opportunities
- English usage, spelling, grammar, and punctuation

**Skill and Ability to:**

- Maintain professional confidentiality
- Establish a structure for a strong parent/professional partnership in district programs
- Work harmoniously with the school community, District personnel, supervisors, departments, parents, and students
- Provide leadership in the coordination of curriculum and instructional program needs assessment
- Understand and follow oral and written instructions
- Produce written reports
- Maintain accurate records
- Communicate effectively, both orally and in writing

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**Training and Experience:**

- MA/MS Degree in Educational Administration or related field
- Appropriate Administrative Credential
- Three (3) years of classroom teaching experience
- Five (5) years of administrative experience
- Experience in employee-employer relations/personnel

**Physical Requirements and Working Conditions:**

- Require vision (which may be corrected) to read small print.
- Require the mobility to stand, stoop, reach, and bend. Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Perform work, which may require sitting for prolonged periods.
- Is subject to inside environmental conditions.
- May be required to work at a computer terminal for prolonged periods.
- Will be required to have live scan fingerprinting completed and cleared prior to beginning work.
- May be required to take and pass a physical examination.
- May be required to attend periodic evening meetings and/or travel within and out of District boundaries to attend meetings.
- Must have a valid California driver's license and be insured.
- Utilize own vehicle for transportation as needed.

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**PHYSICAL REQUIREMENT INFORMATION**

<b>Physical Demands:</b>	<b>HPD = Hrs. Per Day</b>		
	Rarely (0 – 1.5 HPD)	Occasionally (1.5-3 HPD)	Frequently (3 – 6 HPD)
Sitting		X	
Standing		X	
Walking			X
Bending (neck)		X	
Bending (waist)	X		
Kneeling	X		
Reaching		X	
Stooping	X		
Crawling	X		
Twisting (back & neck)	X		
Climbing	X		
Pushing/Pulling		X	

<b>Lifting</b>				<b>Carrying</b>		
	Rarely (0-1.5HPD)	Occasionally (1.5 – 3HPD)	Frequently (3 – 6HPD)	Rarely (0-1.5HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
0–10 lbs.		X			X	
11–25 lbs.	X			X		
26–50 lbs.	X			X		
51–75 lbs.	X			X		

<b>Mental Demands:</b>	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
Problem Solve			X
Make Decisions			X
Supervise			X
Interpret Data		X	
Organize			X
Write			X
Plan			X
Multi-Task			X

<b>Equipment Use:</b>	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
Telephone		X	
Copier	X		
Computer		X	
FAX Machine	X		
Radio	X		