

DELANO UNION SCHOOL DISTRICT
DIRECTOR of CURRICULUM & INSTRUCTION

DESCRIPTION OF POSITION

Under the direct supervision of the Assistant Superintendent of Educational Services, the Director of Curriculum & Instruction serves as a specialist for curricular programs mandated by the California Department of Education; provides guidance to instructional staff; coordinates appropriate professional development programs; monitors categorical programs; evaluates instructional assessment data of the District; and performs related work as required.

1. Supervises and evaluates the effectiveness of regular and categorical instructional programs and curricula of the District.
2. Implements curricular mandates of the California Department of Education.
3. Establishes an annual curricular plan and prioritizes articulation and grade level meeting needs in relationship to Common Core State Standards.
4. Ensures curriculum coordination and integration with State and Federal Programs and Special Education programs.
5. Evaluates and supervises the selection of K-8 textbooks.
6. Provides guidance to site principals in curricular and instructional area site needs.
7. Provides professional development for teachers, site resource teachers, site administrators, and district administration to insure that all are knowledgeable about curricular and instructional program components and understand the instructional design each program.
8. Provides guidance to teachers, site resource teachers, and site administrators in identifying appropriate instructional strategies and interventions to improve student achievement for all students including English learners, special needs students, and students with diverse learning needs.
9. Facilitates curriculum & instruction meetings as needed at all levels to discuss issues involving the full and skillful implementation of instructional programs, especially the analysis and use of assessment data to improve student achievement.
10. Debriefs with the site principal and other personnel involved about possible actions that could be taken to improve instruction and program implementation.
11. Meets with teachers, site resource teachers, site administrators, and district administrators to discuss areas of strength and areas of need across the district, and to strategize best ways to support full and skillful implementation of district adopted curricular programs.
12. Serves as an advisor in matters of curriculum, instructional techniques, and assessment.
13. Develops and administers budgets for all assigned programs.

14. Maintains a working knowledge of statistical analysis tools.
15. Facilitates the creation and distribution of K-8 district assessments.
16. Reviews District testing reports and prepares reports for the District and its stakeholders.
17. Analyzes, interprets and evaluates major trends in curriculum, instruction, technology and staff development research relative to student outcomes.
18. Assists in planning and implementation of district staff development programs.
19. Provides information for the School Accountability Report Cards and provides District information as needed.
20. Evaluates all assigned certificated and classified staff.
21. Provides oversight for programs and committees as assigned.
22. Performs other related duties as assigned by the Superintendent.

POSITION REQUIREMENTS

Knowledge and Abilities:

1. Knowledge of State adopted and District approved curriculum in grades K-8.
2. Knowledge of current research regarding curriculum and instruction.
3. Knowledge of various types of assessment tools.
4. Knowledge of laws and regulations governing the use of standardized and non-standardized assessment tools and the implementation of curriculum.
5. Ability to acquire current research regarding curriculum and instruction and disseminate the information.
6. Ability to compile statistical data and generate reports from standardized and non-standardized assessment sources.
7. Ability to supervise and evaluate classified and certificated personnel.
8. Ability to access a wide variety of resources for instructional and professional use.
9. Ability to assume leadership responsibilities.
10. Ability to maintain cooperative and effective relationships with those contacted in the course of work.

WORKING CONDITIONS

1. Continuous sitting, reading, writing and typing.
2. Continuous hand-eye coordination and manipulation of large and small objects.
3. Frequent standing and walking.
4. Occasional lifting of objects weighing up to forty (40) pounds.
5. Occasional twisting, reaching, stretching, pushing, pulling and dragging.
6. Requires the ability to hear at close proximity (up to five feet) and at a distance (up to twenty feet); clarity of vision at varying distances; and verbal and written communication in an articulate manner.

QUALIFICATIONS

Education/Experience:

1. Master of Arts/Science Degree, required.
2. Administrative Service Credential authorizing services as a school administrator.
3. Minimum of five (5) years successful teaching experience, required; (teaching experience at both the elementary and middle school levels preferred).
4. Minimum of three (3) years successful administrative experience required (Curricular coordination and/or school level experience preferred).