

Escondido Union High School District Job Description

Job Title:	Director of Curriculum, Instruction and Assessment
Employee Unit:	Management
FLSA Status:	Exempt
Salary Level:	Range 35 (225 days)
Approved By:	Board of Education
Approved Date:	08/17/99

SUMMARY

Under the supervision and direction of the Assistant Superintendent of Educational Services, plans, develops, and administers programs to provide educational opportunities for students through curriculum, instruction and assessment by performing the following duties

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Provides leadership in planning, developing, integrating and evaluating the curriculum instruction and related materials in academic and vocational areas.

Facilitates curriculum and assessment changes, and provides leadership in the development of long range plans and strategies to support the district's goals for standards of excellence.

Disseminates information on curriculum, instruction and assessment, including information on available workshops and conferences and coordinates attendance at such staff development activities.

Cooperates with business, civic, and other organizations to develop curricula to meet needs and interests of students and community.

Develops and/or identifies appropriate assessment systems to measure learner outcomes and student achievement.

Chairs and/or serves on committees related to curriculum, instructional materials and methodology such as COMPACT and District Curriculum Council (DCC).

Provides leadership in planning and preparing staff for the implementation of district adopted textbooks and instructional materials and equipment.

Provides consultation to the schools in the development of goals, objectives and implementation activities related to their instructional programs and plans and provides assistance to school site personnel in the writing of grants.

Researches programs, materials and methods in curricular areas, planning and coordinating experimental programs appropriate to the district's commitment to educational reform.

Initiates and maintains effective liaison with other school districts and agencies in order to keep

abreast of new educational developments and ideas.

Maintains expertise in and provides consultation for quality classroom curriculum which is consistent with district vision for education reform, current state legislation, Western Association of Schools and Colleges (WASC) review criteria, State Curriculum frameworks and addendum, state assessment program and other district and/or state mandated testing.

Prepares budget and determines allocation of funds for all programs within areas of responsibility.

Attends and participates in Board meetings and other meetings as directed by the Assistant Superintendent of Educational Services.

SUPERVISORY RESPONSIBILITIES

Directly supervises 1 secretary and assists with supervision of division Coordinators. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Master's degree (M. A.) or equivalent sufficient to earn Administrative Credential and four to ten years related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

California Administrative Credential

OTHER SKILLS AND ABILITIES Clerical and Administrative Support positions require a working knowledge of Microsoft computer applications, including Microsoft Word, Excel, GroupWise.

Ability to manage and direct a variety of programs, to direct and evaluate staff, to combine

creative and practical thinking, to motivate staff and to make effective and timely decisions.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

COMMENTS

The individual assigned to this position must have a commitment to the district's vision and goals for complying with state standards. Must be able to manage a variety of concerns, issues, responsibilities, timelines and deadlines, while consistently moving forward to improve the educational program for students. As a representative of the Escondido Union High School District, this individual must present a professional, helpful, cooperative image at all times.