

**TITLE: DIRECTOR I – CURRICULUM AND STANDARDS**

**QUALIFICATIONS:**

1. California administrative credential
2. Master's degree in field of education desirable
3. Experience in curriculum writing/development, implementation, evaluation and staff development/instruction
4. Ability to interact and communicate with people in positive manner to achieve district goals and objectives
5. Experience in developing and maintaining instructional materials lab
6. Knowledge and ability to assess deficiencies in classroom instruction and insight to prescribe instructional techniques, materials and personnel to make effective corrections
7. Demonstrated administrative and supervisory abilities

**FUNCTION:** To successfully develop, organize, and administer all district curriculum and standards for learning

**REPORTS TO:** Superintendent

**SUPERVISES:** Staff as assigned

**PERFORMANCE RESPONSIBILITIES:**

1. Plans and administers/coordinates PreK-8 curriculum and instruction programs
2. Develops and administers budget for curriculum development, instructional programs and textbook adoptions
3. Promotes articulation of curriculum from grade to grade, and coordination of curriculum among teachers and schools
4. Initiates and supervises improvement of curriculum, including the development of standards, implementation of programs to improve student performance in basic skills, and planning and implementation of pilot programs
5. Provides and directs a system for implementation of state adoptions in the various subject areas and assists the curriculum committees in formulating recommendations for district policies and procedures related to textbook adoptions
6. Provides school sites with the timely delivery of textbooks and other district provided instructional materials
7. Consults with administrators and staff regarding framework, goals, outcomes, instructional materials or other appropriate curricular concerns and takes action needed to satisfactorily improve curriculum implementation
8. Plans and prepares reports and special projects as assigned which relate to curriculum and standards
9. Keeps fully informed as to legislative and State Department of Education guidelines which relate to curriculum and instruction; works with governmental and other educational agencies as required
10. Maintains necessary inventory and current information about state instructional materials programs, adoption schedules and funds
11. Organizes and maintains the program for the District curriculum laboratory
12. Supervises district library media services

13. Develops and updates instruments for district-wide assessment including benchmarks
14. Provides leadership for instructional technology use and District web site development and maintenance
15. Works in cooperation with the Director I – New Teacher Support, Professional Development & Magnet Schools in providing curricular, instructional, professional development, and teacher support services to school sites
16. Attends Board of Education meetings
17. Performs other related duties as assigned by the Assistant Superintendent of Instructional Services

**TERMS OF EMPLOYMENT:** Salary and work year to be according to current schedule; management salary schedule, code 5

**EVALUATION:** Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable

8/00