

**BERRYESSA UNION SCHOOL DISTRICT
POSITION DESCRIPTION**

Job Title: **Director of Curriculum and Instruction**

Job Purpose Statement/s:

The Director of Curriculum and Instruction is responsible for the development and implementation of all instructional activities and instructional support services. As a member of the Education Services Team, the Director works collaboratively with other members of the Team to formulate and implement District policies and Division priorities.

Essential Job Functions:

- Directs the development and implementation, of curriculum, instruction, and staff development with a special focus on the core content areas of reading/language arts, mathematics, science, and social studies;
- Collaborates closely with the Coordinator of Supplemental Instruction/Student Support;
- Plans and coordinates calendar, organization, and content of District staff development for certificated and classified staff assuring that all instruction and staff development programs and activities are standards-based;
- Directs sites and monitors implementation of District-wide instructional programs;
- Leads, facilitates, and coordinates core curricular and instructional cadres/task forces including those to assure vertical articulation;
- Coaches teachers as appropriate;
- Seeks and applies for core curricular/instructional and staff development grant funding and monitors grant implementation and reporting;
- Oversees procedures for staff responsible for screening, selection, procurement, and distribution of basic, supplemental and library instructional materials, adopted for District-wide use;
- Develops recommendations for continued curricular/instructional improvement;
- Collaborates with the Director of Assessment and Program Evaluation to develop, publish and monitor standards-based report cards, handbooks, guides, and other related documents;
- Works closely with other Education Services staff in development of Local School Improvement Plan;

Position Description—Director of Curriculum and Instruction

- Assists principals in development and alignment of individual school instructional/pupil achievement plans;
- Collaborates with the Director of Assessment and Program Evaluation in designing appropriate tools for evaluating student achievement and evaluating the success of curricular programs;
- Develops and monitors appropriate program and division budgets;
- Directs, monitors, and evaluates designated administrators, teachers, and classified staff;
- Prepares administrative reports as required;
- Drafts and interprets District policies and administrative regulations regarding instructional matters;
- Attends and participates in Education Services meetings and pertinent district, county, and state workshops and meetings;
- Stays current with curricular/instructional research and materials through a variety of activities;
- Performs other duties as assigned

Job Requirements – Qualifications

Education and Experience Required:

- Valid California Administrative Services Credential
- Masters degree in education or related field
- Five years of successful teaching or related experience
- School site or District level administration experience

Skills, Knowledge and/or Abilities Required:

- Strong leadership and organizational ability
- Knowledge of standards, curriculum, and best instructional practices
- Instruction, curriculum and assessment programs training
- Background and experience in the development and evaluation of instructional programs and materials
- Ability to relate effectively to public and personnel
- Skill in decision-making
- Mature judgment, flexibility, diplomacy, and sense of humor
- Strong skills in clear oral, written, and graphical communication
- Capacity to function effectively in high-pressure situations
- Physical and emotional stamina

Position Description—Director of Curriculum and Instruction

- Skills and dexterity to operate PC applications including the District's standards: Windows, Microsoft Word applications, and telecommunications (e-mail through GroupWise, intra/internet, etc.); use of English language in both written and verbal form to exchange information and make presentations; visually capable to read a variety of documents

Licenses, Certifications, Bonding, and/or Testing Required:

- Criminal Justice Fingerprint Clearance
- Valid California Driver's License
- Valid Tuberculosis Clearance

Reports to: Deputy Superintendent, Education Services

Evaluated by: Deputy Superintendent, Education Services

Work Year: 225 Days

Salary Placement: Certificated Management Salary Schedule

Evaluation: Performance of this position will be evaluated in accordance with the administrative evaluation process.

Board Approved: May 21, 2002