

MT. DIABLO UNIFIED SCHOOL DISTRICT
DIRECTOR, CURRICULUM AND INSTRUCTION

Summary Definition

Is responsible for developing and implementing curriculum in all content areas and for staff development. Ensures compliance with regulations at both the district and site levels. Provide direct support to principals and their school sites and staff.

Directly Responsible To

Assistant Superintendent, Educational Services

Supervision

Assistant Director, Equity

Curriculum Specialists

Supervises and evaluates other assigned certificated and classified staff.

Examples of Duties (to include, but not limited to:)

E: Essential Functions (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements).

1. Assists in the advancement of the district toward accomplishment of the district's educational goals. E
2. Takes leadership in creating healthful human relationships which will provide a suitable climate for learning and teaching. E
3. Promotes the articulation of curriculum and instructional planning from grade to grade, and the coordination of curriculum among teachers and schools. E
4. Assists in initiating and supervising the improvement of curriculum, including the development of and revision of priority standards, courses of study and curriculum guides, implementation of programs to improve student performance in basic skills, and planning and implementation of pilot programs. E

5. Monitors district and site implementation and management of state and federal categorical programs and expenditures within legal guidelines. E
6. Supervises the preparation of state and federal project applications.
7. Provides staff development for teachers and administrators that reflects district goals and site plans.
8. Provides a staff development delivery system that is based on site needs and that integrates content and process.
9. Provides high level technical assistance in the selection and ordering of textbooks and supplementary instructional materials.
10. Selects and assigns adjunct instructional itinerant personnel.
11. Supervises and evaluates designated personnel assigned to this department.
12. Performs additional duties assigned by the Assistant Superintendent, Educational Services as an adjunct to regular stated duties.
13. Performs those duties and responsibilities, including supervisory and advisory duties, as may be prescribed by the Superintendent.

DESIRED QUALIFICATIONS

Knowledge of:

1. Ability to exhibit the qualities of leadership essential to the successful administration of a comprehensive district program of curriculum and instruction.
2. Ability to exercise good judgment and tact.
3. Knowledge of basic elements of instruction.
4. Knowledge of effective employee supervision and evaluation procedures and techniques.
5. Ability to speak and write effectively.
6. Ability to work effectively with all segments of the educational community and general public.
7. Knowledge of effective and grade level appropriate teaching strategies, curricular programs and materials.

8. Knowledge of principles of organizations and management.
9. Ability to analyze problems, make decisions or recommendations, and be responsible for those decisions.
10. Knowledge of the principles of staff training and development.
11. Knowledge of state and federal laws pertaining to district curriculum and assessment programs.
12. Knowledge of effective assessment practices.
13. Ability to initiate and coordinate programs and projects.
14. Knowledge of budget development, maintenance, and evaluation.
15. Ability to design and implement procedures.
16. Knowledge of school district operations and procedures.
17. Skill in working with diverse groups and individuals in a manner that achieves district goals.
18. Ability to supervise and direct a large staff or department.

Skill in:

1. Handling confidential information with discretion.
2. Establishing and maintaining effective working relationships.
3. Interpersonal skills using tact, patience and courtesy.
4. Leadership of teams and departments.

Education and Experience:

Any combination equivalent to:

1. Post graduate work in school administration, curriculum and instruction, or a related field.
2. Possession of an appropriate school administrative credential.
3. Experience as a school site administrator.

4. Possession of an appropriate school administrative credential.
5. Experience in directing/supervising the work of others.
6. Experience in staff training and development.
7. Experience in using administrative software including spreadsheet.
8. Experience in implementing state and district curriculum frameworks.

Environment

District office environment: fast-paced work with deadlines; frequent interruptions and high demand to multi-task and complete job duties with stringent specifications; maintains high regard for exemplary customer service.

Physical Abilities

Hear and speak to exchange information in person and on the telephone; communicate so others will be able to clearly understand normal conversation; dexterity of hands and fingers to operate a computer keyboard and manipulate paper; see to read, prepare documents and reports; sit or stand for extended periods of time; work at a desk, conference table, or in meetings in various configurations; hear and understand speech at normal levels; kneel, bend at the waist, reach overhead, above the shoulders and horizontally; lift objects weighing up to 25 pounds.

Diablo Managers Association

Range 32 – 248 Days

Adopted by the Board of Education: