

DESERT SANDS UNIFIED SCHOOL DISTRICT

Job Description

Title: Senior Director, Curriculum Instruction & Assessment K-12 **Reports To:** Assistant Superintendent, Educational Services

Department: Educational Services Division **Classification:** Management

Work Year: 12 Months **Salary:** Certificated Management

Basic Functions:

Under the direction of the Assistant Superintendent, Educational Services, the Senior Director of Curriculum Instruction and Assessment K-12 shall: plan, organize, coordinate and implement all core curriculum, instruction, assessment, and intervention programs; oversee Professional Development; be responsible for the supervision and co-evaluation of school site principals as assigned; assist the Assistant Superintendent in administration of all areas aligning with the Educational Services Division.

Directly Accountable for:

- Overall K-12 Site Support
- K-12 Principal Meeting Support
- Career Technical Education (CTE) Programs
- Oversight of Summer School
- Program Evaluation
- Post-Secondary Articulation
- Elementary and Secondary Curriculum Council
- K-12 Course Curriculum and Adoption Process
- District Professional Development
- K-12 Formative and Summative Assessment
- PAR/Induction
- Supervision and Co-evaluation of School Site Principals as Assigned

Representative Duties/Essential Job Functions:

1. Planning, developing, and implementing curriculum programs and services, as well as staff development programs consistent with identified needs, which will result in continuous improvement of teaching and learning.
2. Planning, developing, and implementing, with and through staff, a districtwide testing and evaluation program consistent with State mandates and guidelines, which will result in efficient data gathering to provide adequate information to the Board, the staff, parents, and students regarding student progress and achievement.

Job Description

Senior Director, Curriculum, Instruction, & Assessment K-12

3. Planning, organizing, and implementing, with and through staff, district curriculum and instructional programs which are articulated K-12 and aligned with 21st Century learning competencies. Facilitate the Elementary and Secondary Curriculum Council and other related committees.
4. Assisting principals in analyzing individual school's strengths and weaknesses regarding program implementation and student progress resulting in each school's development of a plan to address determined priority needs.
5. Planning, organizing, and implementing, with and through staff, an efficient system of data collection and report preparation, which results in required information and reports regarding all pertinent areas of educational services to national and state agencies, as well as the Board, the staff, and parents.
6. Oversight of national, state and district assessments, development and maintenance of the District assessment plan, and analysis and reporting of assessment results.
7. Collaboratively planning, organizing, and implementing an academic program ensuring students are college, career and life ready.
8. Analyzing assessment data to support school sites and to inform the Board, parents, and community regarding student achievement programs.
9. Establishing and maintaining contact with community agencies and organizations which provide educational resources and/or assistance to the District's educational programs and services, (i.e., OneFuture Coachella Valley), and articulation with local colleges and universities to provide students postsecondary experiences while in high school.
10. Adhering to the policies of the Board of Education, the law and regulations of the California Administrative Code and other applicable laws and regulations, and also responsiveness and involvement with community-district issues, board policies and objectives.
11. Oversight, development and maintenance of the Local Control Accountability Plan (LCAP) and associated professional development and activities.
12. Supervision and co-evaluation of school site principals as assigned.
13. Direct, assist, guide and mentor school site administrators to maintain and nurture successful working relationships with students, parents, staff, community members, and school related outside agencies.
14. Planning, implementing, and evaluating secondary summer school and other intervention programs.
15. Assisting with board policy and district regulation development and maintenance.
16. Oversight of instructional materials adoptions, which may include digital resources.
17. Collaboration with technology staff to further infuse technology as a vehicle for personalized learning in classrooms.
18. Perform other related duties as assigned.

Knowledge and Skills Required:

1. Knowledge of current principles, expectations and practices of public school administration, principles of instructional and curricular development services including strategies pertaining to the improvement of elementary and secondary instructional programs;

2. Knowledge of current elements and techniques of effective instruction, assessment and curricular development services including strategies pertaining to the improvement of the instructional program for significant subgroups such as (but not limited to) English Language Learners and Special Education students at the elementary and secondary levels;
 3. Knowledge of school law administration and applicable sections of the State Education Code; Board and District policies; Principles and practices of administration, supervision and training; Labor relations law and the Collective Bargaining Agreement;
 4. Knowledge of Federal, State, and District policies, guidelines and laws related to student assessments and accountability;
 5. Knowledge of California accountability systems and processes, as well as California Dashboard;
 6. Knowledge of budget planning and monitoring;
 7. Ability to provide effective visionary leadership and strategic planning to focus human and material resources towards the primary goal of outstanding quality education for students;
 8. Ability to effectively communicate and work with diverse groups of people such as (but not limited to) District Office Personnel, Principals, Teachers, Students and Parents;
 9. Ability to direct, supervise and evaluate personnel as assigned;
 10. Ability to clearly communicate, both orally and in writing, so others will be able to understand;
- **Environment:**
 - a. Indoor – frequently
 - b. Outdoor – occasionally
 - c. Ability to work at a desk and in meetings of various configurations

Education and Experience:

- Master’s Degree or higher
- Minimum of three (3) years teaching experience or comparable in the field of curriculum and instruction
- Minimum of three (3) years school site principal experience.

Licenses, Certifications and Testing Required:

- Valid California Teaching Credential
- Valid California Administrative Services Credential
- Fingerprint/criminal justice clearance.
- Tuberculosis clearance.
- Must possess or have the ability to obtain a valid California Driver license.

Physical Requirements and Working Conditions

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- The Office of Certificated Personnel Services embraces the American with Disabilities Act (ADA). The requirements of the position are maintained in the Personnel Department; and, individual shall be able to perform the essential functions of the position.

While performing the duties of this job, the employee is regularly required to sit, walk, stand and talk or hear. Specific vision abilities required by this job include close vision, distance vision. Frequently driving or the ability is performed while meeting the demands of this job. Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints, interacting with the public and other workers. Occasionally the position requires the employee to work irregular or extended hours, direct responsibility for the safety, well-being or work output of other people and meet multiple demands from several people.

Work Year: 226 days

Revised: June 2, 2017