

MODESTO CITY SCHOOLS

Job Description

JC# 10009

ASSOCIATE SUPERINTENDENT, CURRICULUM & INSTRUCTION/PROFESSIONAL DEVELOPMENT

OVERALL RESPONSIBILITY

Plan, organize, control, direct, and administer all functions of the Curriculum & Instruction/Professional Development office including curriculum development, selection and adoption of textbooks, and other instructional materials to assure a comprehensive, articulated curriculum and instructional program; lead the integration of professional learning, instructional technology and curriculum implementation.

SPECIFIC RESPONSIBILITIES

1. Create successful approaches to curriculum, instruction, integration of technology and classroom management; focus the alignment of professional development activities with district goals to increase student achievement, close the achievement gap, provide cultural relevancy and engage divergent learners. *E*
2. Oversee implementation of professional development to improve student achievement in the areas of early literacy, mathematics, English Language Development (ELD), effective PLC teams, culturally responsive instruction and leadership development, with special attention on improving student achievement of English learners. *E*
3. Responsible for the development and implementation of in-service and staff development plans for all programs; coordinate planning in cooperation with Cabinet, district administrators, certificated and classified staff, as appropriate. *E*
4. Ensure that all administrators, teachers and staff have professional development in the area of customer service and creating Welcoming School environments. *E*
5. Attend or chair a variety of meetings; represent the District in collaborative partnerships/task forces with the city, county, institutions of higher education, human service agencies, business/industry, judicial and law enforcement agencies, and legislative representatives. *E*
6. Serve as a member of the Superintendent's Cabinet to ensure all District actions align with objectives and goals; assist the Superintendent in the determination of resource allocation and levels of service according to established policy. *E*
7. Ensure training is available on supporting students in their development of Modesto City Schools' Character Traits. *E*
8. Increase leadership development opportunities for all administrators in building leadership capacity to provide school focus, building collaborative cultures, deepening learning in the classroom, and supporting internal/external accountability. *E*
9. Lead the development and implementation of regional plans that improve and sustain high levels of student achievement and positive behavior; provide leadership in the development and implementation of clear and attainable goals to ensure high levels of student achievement. *E*
10. Actively participate and engage in the delivery of educational programs at school sites to ensure proper allocation of resources to improve student learning; oversee and adjust curriculum implementation, staff development and evaluations, student assessments, community relations and other District-wide responsibilities and improvement efforts. *E*
11. Enforce applicable State and District laws, codes, regulations, policies, and procedures. *E*
12. Assist the Superintendent with implementation of the District's strategic plans for educational change and initiatives for the future; assure that the District's strategic goals are implemented, monitored, and updated. *E*

ASSOCIATE SUPERINTENDENT, CURRICULUM & INSTRUCTION/PROFESSIONAL DEVELOPMENT (continued)

13. Develop and facilitate a Professional Development Committee to ensure all stakeholders have a voice in planning, facilitating, and monitoring professional development opportunities for both classified and certificated staff. *E*
14. Establish collaborative relationships with staff, families, students and the community in areas of curriculum, complaints, racial issue and conflict resolution to assist all students to achieve their personal best; responsible for the coordination of community involvement including the development of school advisory councils and appropriate District advisory committees related to areas of responsibility. *E*
15. Demonstrate leadership in assessing needs, planning, administering and evaluating a multifaceted professional development education program for both the administrative and instructional staff in the district; facilitate implementation of curriculum and instructional strategies; oversee the adoption and monitoring of new courses to be taught in the district. *E*
16. Supervise, evaluate and hold accountable the performance and professionalism of assigned personnel; interview and select employees, plan, coordinate, and arrange for appropriate training for subordinates. *E*
17. Develop and administer the annual budget; analyze and review budgetary and financial data; monitor and authorize expenditures in accordance with established guidelines. *E*
18. Implement and supervise District-wide professional development programs. *E*
19. Work collaboratively with the Chief Technology Officer and other District personnel, as appropriate, to optimize the utilization of technology in all functions of the Curriculum & Instruction/Professional Development Division. *E*
20. Prepare and maintain a variety of narrative and statistical reports, records and files. Submit to Cabinet and the Board of Education as appropriate. *E*
21. Attend Board of Education meeting; prepare and present agendas and reports to the Board as requested by the Superintendent; interpret impact of proposals as necessary; make presentations to the Board, Superintendent's Cabinet, site personnel and community groups. *E*
22. Effectively communicate and maintain cooperative relationships with those contacted during the course of work.
23. Assume other duties delegated by the Superintendent.

WORK YEAR

Approved days as specified by individual contract.

SALARY

By individual contract.

QUALIFICATIONS

Knowledge/Ability

Minimum Requirements:

- Knowledge of and ability to apply management, budgeting and contract administration principles and practices.
- Knowledge of and ability to apply effective supervision techniques.
- Knowledge of and ability to apply problem solving processes and techniques.
- Knowledge of curriculum and instruction procedures and strategies.
- Knowledge of the social, emotional, intellectual and physical needs of school age students.

ASSOCIATE SUPERINTENDENT, CURRICULUM & INSTRUCTION/PROFESSIONAL DEVELOPMENT (continued)

QUALIFICATIONS (continued)

Knowledge/Ability

Minimum Requirements:

- Knowledge of and ability to apply evaluative instruments and interpretative procedures to assess educational programs.
- Knowledge of and ability to apply laws, codes and regulations pertaining to the area of assigned responsibility.
- Ability to understand and implement complex oral and written directions given in English.
- Ability to compose clear, complete and concise correspondence and reports independently using correct grammar, syntax, punctuation and spelling.
- Ability to effectively apply educational research.
- Ability to develop, implement and monitor educational initiatives.

Experience

Minimum Requirements:

- Five (5) years successful experience as classroom teacher.
- Successful experience as a principal or other site/district office administrator.

Education/Credentials

Minimum Requirements:

- Master's Degree
- Valid California Administrative Credential

Desirable Qualification:

- Doctorate Degree

Physical Characteristics

With or without the use of aids:

- Sufficient vision to read small print.
- Sufficient depth perception to file documents and relate the spatial distances between objects.
- Sufficient hearing to hear normal and telephone conversations.
- Ability to speak in a voice that can be clearly heard and understood on the telephone and in face-to-face conversations.
- Sufficient dexterity to manipulate small objects, print or write legibly, operate telephone, use computer keyboard, typewriter and other business machines.
- Sufficient physical ability to reach horizontally and vertically with arms.
- Sufficient physical ability, strength, balance, mobility, and stamina to climb stairs, sit for extended periods of time, and stand for extended periods of time.
- Sufficient lower body strength, stamina and mobility to walk, stoop, and bend.

REPORTS TO

Superintendent

Cabinet Approved: 3/14/19

Board Approved: 3/18/19