

# REEF-SUNSET UNIFIED SCHOOL DISTRICT

## Job Description

REVISED

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

**Reports To:** Superintendent

**Salary Range:** \$89,179 - \$112,406

**Adopted:** May 14, 2015

Job Summary: Under the direct supervision of the Superintendent, the Director of Curriculum and Instruction assists in the effective planning, implementation and evaluation of the District's curricular programs as mandated by the California Department of Education. The Director of Curriculum and Instruction furthermore assists in the effective planning, implementation and evaluation of programs for: English Learners, Assessment and Accountability, Compliance Monitoring and professional learning. The Director of Curriculum and Instruction is a member of the Superintendent's cabinet. Other duties as assigned by the Superintendent or Designee. ***In the absence of the Superintendent, may assume the specific powers and duties of the Superintendent.***

### Qualifications:

- Master of Arts/Science Degree
- Administrative Service Credential
- Five or more years successful teaching experience
- Two or more years successful administrative experience
- Valid California Driver's license (incumbent must be insurable at the "standard rate" by the employ's insurance carrier at all times while employed by RSUSD.)

### Knowledge:

1. Knowledge of State adopted and District approved curriculum in TK-12
2. Knowledge of current research regarding curriculum and instruction
3. Knowledge of various types of assessment tools
4. Knowledge of grant writing procedures
5. Knowledge of current laws and regulations governing the use of standardized and non-standardized assessment tools and the implementation of curriculum
6. Knowledge of State Common Core Curriculum and associated Frameworks
7. Knowledge of Career Technical Education resources and best practices
8. Ability to supervise and evaluate classified and certificated personnel
9. Ability to gather a wide variety of resources for instructional and professional use
10. Ability to present information in a clear, concise manner, both in oral and written format
11. Ability to interpret, apply and explain rules, regulations, policies and procedures

12. Ability to maintain cooperative and effective relationships with those contacted in the course of work

### Essential Functions:

#### C&I

1. Supervise and evaluate the effectiveness of regular and categorical instructional programs and curricula of the District.
2. Implement curricular mandates of the California Department of Education
3. Utilize Curriculum and Instruction Committees to process subject specific curriculum development, adopt textbooks and produce implementation guides
4. Confer with and assist site principals in curricular and instructional site needs
5. Establish annual curricular plan *for the* district and sites
6. Evaluate and supervise the selection of K-12 textbooks/materials/resources and make final recommendation for adoption by the Board of Trustees
7. Recommend curriculum and strategies for site implementation of Response to Intervention tiers two and three

#### Planning Documents

1. Update Local Education Agency Plan (LEAP) per state guidelines
2. Coordinate and complete annual update for the District's Local Control Accountability Plan (LCAP)
3. Coordinate the LCAP Advisory Committee

#### Budgets

1. Develop and administer budgets for all assigned programs

#### Specific Programs

1. Coordinate and monitor Federal programs including Title I, II, and III and associated compliance items
2. Oversee school choice programs per federal guidelines
3. Serve as District Director for Advancement Via Individual Determination (AVID) program
4. Facilitate as necessary District Migrant Education programs with Region
5. Oversee District summer school programs
6. Oversee English Learner programs and associated compliance items including meeting with District English Language Advisory Committee

#### Data Analysis

1. Collaborate with site Principals to disaggregate and interpret formative and summative achievement data to improve student performance
2. Analyze instructional assessment data and make recommendations for curricular and instructional improvement

#### Supervision of staff

1. Supervise District Librarian
2. Supervise Itinerant Teachers

Other

1. Other duties as assigned by the Superintendent or designee

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed **herein** are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands:** With reasonable accommodations, if necessary, hearing and speaking to exchange information and make presentations; seeing to read and observe students; sitting or standing for extended periods of time; lifting light objects; walking to supervise activities; dexterity to operate a computer and other office equipment; reaching overhead, above the shoulder and horizontally, bending at the waist or kneeling to retrieve supplies or other materials.

**Work Environment:** Office and field environment; driving a vehicle to conduct work; constant interruptions; occasional contact with dissatisfied individuals.

*Reef-Sunset Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.*

*Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of this job.*