

SUNNYVALE SCHOOL DISTRICT
CLASSIFICATION DESCRIPTION

Curriculum and Instruction Program Manager

REPORTS TO: Director of Curriculum, Instruction, & Assessment

WORK PERIOD: 12 months (219 Days)

SALARY: 12 Month - Program Manager Salary Schedule

PRIMARY PURPOSE:

Under the direction of the Director of Curriculum, Instruction & Assessment the Curriculum and Instruction Program Manager will plan, organize, coordinate and implement the operations, activities, and support functions of the Curriculum and Instruction department ; participate in the development, implementation, monitoring and evaluation of designated instructional programs and services; provide consultation and technical assistance to faculty, staff and the public concerning assigned instructional area and related programs, services, standards, requirements and procedures; train and evaluate the performance of assigned personnel.

ESSENTIAL JOB DUTIES:

1. Provide educational recommendations verbally and in a written report, and provide additional information as required per education code in a timely manner.
2. Plan, develop, and oversee an ongoing training and support pathway for teachers in Science, Technology, Engineering, Arts, and Mathematics (STEAM) subject areas.
3. Oversee afterschool programs to assure compliance with State and Federal regulations, including reports and program evaluation.
4. Provide collaborative coaching via co-planning, co-teaching, classroom observations, and specific feedback to teachers and staff with the goal of supporting classroom implementation of research-based best instructional practices, curriculum, and assessment for district instructional programs.
5. Assist with the coordination and administration of state, local and district assessments for students.
6. Assist with summer school programs and provide on-site supervision during the summer session as required.

7. Identifies, develops, and implements a continuous cycle of analysis for the development of instructional programs including monitoring of students' participation and data management.
8. Support school site administrators, site and District based Teachers on Special Assignment (TOSAs) in development and implementation of high performing site-based leadership teams and improving student achievement.
9. Collect and analyze data to determine the effectiveness of programs delivery
10. Supervise and evaluate staff as assigned by the Director of Curriculum and Instruction.
11. Oversee supplementary programs (i.e., KLAS)
12. Assist with the recruitment, interviewing, and hiring of staff.
13. Support projects, relating to the development of curriculum, staff training initiatives, researching best practices, and evaluating assessments to support the academic achievement of all students., Guide the adoption of instructional materials, including curriculum pilots, development of supplemental materials, and staff training.
14. Attend and/or facilitate various Department/Committee meetings.
15. Provide staff development to site administrators, teachers, instructional assistants, and other staff members when assigned.
16. Perform other related responsibilities as assigned.

LOCATION:

District Office

WORKING CONDITIONS:

Contacts are usually unstructured, and are frequently with high level individuals inside and outside the work unit, such as district directors of special education, administrators of public and private agencies at the local and state levels, and parents; and contacts require planning, promoting, strategy, development, decision making, and problem solving. Situations are varied

and sometimes highly complex; participate in decisions that have a major impact on a program and/or its staff, students, and parents.

QUALIFICATIONS:

Knowledge, Skills and Abilities

- Demonstrate leadership skills.
- Demonstrate knowledge of state and federal funding sources, constraints, and impact.
- Build strong, positive professional relationships through clear communication and follow through.
- Expertise in modification and individualization of curriculum and instruction.
- Maintain knowledge of regulations, laws, state and federal mandates related to educational programs and student supports.
- Analyze situations; identify options; project consequences for proposed actions, and implement and evaluate recommendations.
- Communicate effectively orally and in writing.
- Work independently to produce reports, organize projects, and compile data.
- Perform independent research.

Education and Experience

Master's Degree (Required)

Five (5) years of teaching experience

Three (3) years of Administrative Experience preferred

Successful experience within the field of curriculum, instruction, assessment, particularly related to English Language Learners & Mathematics.

Experience with community agencies supporting students

Possess knowledge in the areas of education research, particularly pedagogical knowledge related to English Language Development and the assets and needs of multilingual learners.

Licensing and Certification

General Education Teaching Credential (Required)

Eligible or Valid California Administrative Services Credential (Required)

Valid California Driver License

EVALUATION:

Evaluation responsibilities are assigned to the Director of Curriculum, Instruction, and Assessment

The statements contained herein reflect general details as necessary to describe the principle functions of the job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.