

SUNNYVALE SCHOOL DISTRICT
CLASSIFICATION DESCRIPTION

May 2016

Director of Curriculum, Instruction and Assessment

REPORTS TO: Assistant Superintendent of Curriculum, Instruction, and Assessment

WORK PERIOD: 12 months (219 days)

SALARY: Director Salary Schedule

PRIMARY PURPOSE:

Under the supervision of the Assistant Superintendent, Curriculum Instruction and Assessment the Director of Curriculum, Instruction and Assessment (CIA) will lead, shape, and guide the district's curriculum, instruction and assessment programs. The Director of CIA will provide professional development, implementation and articulation of the district's K-8 curriculum programs. With the support of the CIA team, the Director of CIA uses data based evidence to provide assistance to school sites and principals in the development, preparation, and implementation of school site plans, which are in alignment with the Local Control Accountability Plan and the district's leadership goals.

ESSENTIAL JOB DUTIES

1. Leads and facilitates the CIA team to accomplish short and long term goals and objectives aligned with the Local Control Accountability Plan.
- 2 Oversees all aspects of extended learning including, but not limited to, Kids Learning after School and Summer Programs.
3. In collaboration with the Instructional Technology and Special Education departments, coordinates and oversees state testing.
4. Monitors student data to determine program and curriculum effectiveness and makes recommendations for continued curricular improvement in these areas to benefit all students.

5. Provides access to a variety of resources for effective instruction and differentiated support for all students inclusive of Special Education and English Learner populations.
6. Makes available research, resources and professional development opportunities that support best practices for promoting instructional improvement.
7. Plans, develops and coordinates all state and federal reporting requirements.
8. In collaboration with the Coordinator of the department, supervises and manages the English Language Development and Literacy Programs.
9. In collaboration with the Coordinator of the department, supervises and manages the Science and Math programs and the Health and Wellness programs.
10. Supervises, manages and evaluates administrative assistant support staff.
11. Coordinates and oversees all textbook adoption committees, textbook purchases, distribution, and inventory.
12. Supports school site administrators, coaches, and teacher representatives in developing and maintaining high performing site-based leadership teams.
13. Mentors and supports Instructional Coaches.
14. Participates in an active public information and public relations role as it relates to the District and State programs.
15. Communicates with other administrators, district personnel and community members to coordinate activities and programs, resolve issues and conflict, and exchange information as a team-player.
16. Facilitates city and community partnerships that bring services to the district.
17. Monitors and authorizes expenditures in accordance with established district guidelines and goals.
18. Performs related duties as assigned.

WORKING RELATIONSHIPS

All District Office department and school site personnel.

Work collaboratively with parents.

Work collaboratively with city and community groups.

WORKING CONDITIONS

Office and school site environment.

QUALIFICATIONS

Knowledge, Skills and Abilities

- Strong personal interest in the academic success of all students.
- Awareness of coordinated compliance regulations.
- Proficient word processing and internet access skills.
- Work independently with minimum direction; analyze situations and accurately identify alternative solutions, and project consequences of proposed actions; implement recommendations.
- Establish and maintain effective working relationships with district administrators and staff, site administration and staff, and county office of education staff and representatives of other outside agencies and organizations.
- Communicate effectively orally and in writing.
- Work independently to produce reports, organize projects, and compile data.
- Work cooperatively with others in team situations.
- Perform independent research.
- Follow written and oral directions.

Education and Experience

Valid California Administrative Services Credential.

Valid California Teaching Credential.

Five (5) years administrative experience.

Experience as a Principal strongly desired.

Bilingual Spanish-English strongly preferred.

Licensing and Certification

As required by law.

EVALUATION

Evaluation responsibilities are assigned to the Assistant Superintendent 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.