

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: DIRECTOR-CURRICULUM

BASIC FUNCTION:

Under the direction of the Assistant Superintendent, Curriculum/Professional Learning, plan, organize, implement and direct curriculum development, and the selection and adoption of textbooks and other instructional materials; assist with the integration of professional learning and curriculum implementation; oversee the activities and operations of assigned programs; supervise the performance of assigned personnel.

ESSENTIAL FUNCTIONS:

Plan, organize, implement and direct curriculum development, and the selection and adoption of textbooks and other instructional materials; oversee the adoption and monitoring of new courses to be taught in the District.

Assist with the integration of professional learning and curriculum implementation; assist the principals and Associate Superintendents in monitoring the implementation of the curriculum.

Coordinate, direct and evaluate the K-12 Curriculum program; direct the curriculum development process for the District as described in the Curriculum Desk Manual; coordinate the program in compliance with District goals.

Supervise the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

Oversee the activities and operations of programs such as Beginning Teacher Support and Assessment (BTSA) and the Peer Assistance and Review (PAR) program.

Participate in coordinating the use of student evaluation information for assessing and modifying assigned programs with the Director-Research and Evaluation.

Provide technical expertise, information and assistance to the Assistant Superintendent regarding assigned functions; assist in the formulation and development of policies, procedures and programs to assure an economical, safe and efficient work environment.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel; prepare curriculum reports and submit to the Cabinet and the Board of Education as appropriate.

Communicate with other administrators, personnel, curriculum administrators from other districts, State

agencies, and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information; communicate with collective bargaining agent on matters related to curriculum; serve as liaison with parents and community members on curriculum policies and procedures.

Manage and monitor the curriculum budget; monitor textbook budgets and prepare related projections; place orders for textbooks.

Organize and schedule a variety of contests including spelling bees, fairs, student competitions and others.

Receive and respond to District curriculum challenges and assure compliance with established procedures.

Direct the operations of the Curriculum office.

Operate a computer and assigned software programs; operate other office equipment as assigned.

Attend and conduct a variety of meetings as assigned; schedule and facilitate the curriculum standards committee; chair or participate in various District committees regarding special programs or activities.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of the Curriculum office.

State frameworks.

Current research and trends in curriculum.

Programs such as BTSA and PAR.

Effective staff development programs and strategies.

Instructional methodologies, strategies and curriculum standards.

Assessment practices and instruments.

Education administrative code, policies and regulations.

Budget preparation and control.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

Plan, organize, implement and direct curriculum development, and the selection and adoption of textbooks and other instructional materials.

Assist with the integration of professional learning and curriculum implementation.

Oversee the activities and operations of the BTSA program and the PAR program.

Supervise the performance of assigned personnel.
Communicate effectively both orally and in writing.
Interpret, apply and explain rules, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Prepare comprehensive narrative and statistical reports.
Direct the maintenance of a variety of reports and files related to assigned activities.
Maintain consistent, punctual and regular attendance.
Hear and speak to exchange information and make presentations.
Move hands and fingers to operate a computer keyboard.
See to read a variety of materials.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: master's degree and five years teaching experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California Teaching Credential.
Valid Administrative Services Credential.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.