

Auburn Union School District

255 Epperle Lane, Auburn, CA 95603
(530) 885-7242 / www.auburn.k12.ca.us

Job Description

POSITION TITLE: Director of Curriculum and Instruction

SALARY PLACEMENT: Auburn Administrative Salary Schedule

SUMMARY:

Under the administrative direction of the Superintendent, the Director of Educational Services is responsible for the leadership of the district schools, management, collaboration, and coordination of all educational services, programs, curriculum and instruction. Plans, develops and implements functions related to curriculum, instruction, professional development, textbook adoption, District's testing and assessment programs, technological access and support, Teacher Induction Program, GATE Programs, and English Learners. Supports Intervention and Enrichment. Supports the development of the Local Control Accountability Plan and other required educational plans with a focus on appropriate services for unduplicated Free & Reduced, Foster Youth and English Learner students. Provides leadership in these areas as a member of the Auburn Union Leadership Team.

SUPERVISOR: This position reports directly to the Superintendent.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The essential duties and responsibilities for this position include, but are not limited to the following:

1. Provides leadership for establishing and maintaining academic excellence for all students and high standards of performance for staff members in a nurturing environment.
2. Assists in the planning, organization, and management of the District.
3. Provides direction for TK-8 curriculum and instruction within the policies of the Board of Trustees and in accordance with state statutes and regulations.
4. Assists in identifying and facilitating development of innovative and effective research-based TK-8 programs, remains informed of trends and best practices in curriculum, teaching, management and learning materials; provides leadership and information to appropriate staff and community members.
5. Leads the development and implementation of a TK-8 articulation plan which includes specific program description, training, and assessment based upon the goals and priorities of the District. This plan shall take into account the short- and long-term budgets and include state and federal acts, directions, and mandates.
6. Coordinates TK-8 plans and programs with Secondary feeder schools.
7. Provides management personnel with useful direction and assistance regarding the instructional focus of their program. Coordinates programs and practices among school sites and site administrators.
8. Participates as a member of the Superintendent's Cabinet.
9. Effectively communicates with District sites, District Office, Board of Trustees, and the community. Coordinates and develops effective communication tools about student learning to parents.
10. Prepares and submits reports, makes presentations, and interprets, as needed (the goals, objectives, and educational programs of the District), to the Board and the community.
11. Assists in developing new policies for submission to the Board of Trustees as required.

12. Plans and coordinates all state and federal categorical programs within policies of the Board of Education and in accordance with state and federal statutes and regulations.
13. Assists district personnel and site principals with preparation of budget and expenditures for site allocations of categorical programs and grant funds.
14. Collaborates with District personnel and peers in other districts for the purpose of implementing and maintaining services and/or programs.
15. Coordinates program components, support needs, and materials for the purpose of effectively delivering services within legal guidelines.
16. Facilitates intervention programs among sites.
17. Coordinates the Beginning Teacher Support and Assessment program and other mentor programs.
18. Plans, organizes, and implements the staff development programs in research-based instructional strategies and curriculum to improve student learning.
19. Develops proposals and grants for the purpose of implementing new programs.
20. Facilitates communication and coordination among instructional staff for the purpose of meeting curriculum standards and guidelines and ensuring that state and federal mandates are achieved.
21. Presents information on programs, services, regulations, etc., for the purpose of serving as a resource to other school personnel, the Board, other districts, and the community.
22. Analyzes data to improve school operations and student learning and translates information into usable reports for staff, public, and the Board.
23. Provides for professional development leadership support to all principals and vice principals.
24. Supervises and evaluates TK-8 principals as assigned by the Superintendent.
25. Coordinates the District's assessment and data program.

KNOWLEDGE OF:

- State and Federal Programs
- Curriculum and instruction trends
- Professional Learning Communities
- Stages of the change process
- Technology and instructional practices
- Common Core State Standards and Assessments
- Cycle of continuous improvement
- Best practices for formative and summative assessment
- Grading practices for learning

ABILITY TO:

The following personal characteristics and skills are important for the successful performance of assigned duties.

- Oral and written communication skills
- Interpersonal skills using tact, patience and courtesy
- Operation of a computer and assigned software including email, desktop publishing, charts and graphics, word processing and spreadsheets
- Public speaking techniques
- Anticipates time constraints. Manages tasks effectually to meet deadlines

- Averts problem situations and intervenes to solve conflict
- Affectively uses active listening, observation, reading, verbal, non-verbal, and writing skills
- Interprets information accurately and initiates effective responses
- Maintains an acceptable attendance record and is punctual
- Values diversity. Skillfully manages individual, group, and organizational interactions
- Fosters collaboration
- Builds relationships

EDUCATION:

Graduation from a four-year accredited college or university. Progressive post-graduate training in the broad aspects of school administration, curriculum, assessment, and learning theory. Master’s Degree is desired.

EXPERIENCE:

Experience in leading curricular, instruction, and assessment programs with staff and administration and a minimum of three years site-level or district-level administrative responsibilities is desired.

CERTIFICATES, LICENSE, REGISTRATIONS:

Valid Administrative Credential
Valid California Driver’s License

PHYSICAL REQUIREMENTS:

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit, stand, walk, use hands, and reach with hands and arms. The employee is occasionally required to stand and walk. Specific vision abilities required by this job include close vision and ability to adjust focus.

Medical Category I:

1. Position requires normal physical strength and endurance for standing, sitting, bending, or walking.
2. Work assignments are normally located in a work environment with light physical work and requires light physical effort.
3. Lifting 25 pounds maximum or carrying any object weighing over 15 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in indoor environmental conditions. The employee is frequently exposed to video display. The employee occasionally uses personal vehicle for work-related travel. The noise level in the work environment is usually quiet.

Adopted Date: May 8th, 2019

The Auburn Union School District does not discriminate on the basis of color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability in its educational programs, activities, or employment. All educational opportunities will be offered without regard to color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, and mental or physical disability.

No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine whether the employer can reasonably accommodate any known disability.