

## CHINO VALLEY UNIFIED SCHOOL DISTRICT

### Director of Secondary Curriculum and Instruction

<b>DESCRIPTION OF POSITION:</b>	Under the direction of the Associate or Assistant Superintendent of Educational Services, the Director is responsible for directing the District's Secondary Curriculum and Instruction programs at the secondary level and providing leadership in the ongoing development and improvement of 7-12 Curriculum and Instruction in the District.
<b>MAJOR DUTIES AND RESPONSIBILITIES:</b>	<p>Duties may include, but are not limited to the following:</p> <p>Plans, organizes, and directs the District curriculum and instruction design and development programs, instructional delivery systems, strategies and techniques for achieving optimal educational and instructional results.</p> <p>Provides leadership and coordinates all secondary schools and departments in the development, revision, implementation and assessment of the District's Curriculum grades seven through twelve and Adult Education programs.</p> <p>Collaborates on the development and formulation of District policy, goals and objectives as related to secondary curriculum, instruction that validate the same.</p> <p>Maintains an updated, current working knowledge of laws, regulations, District policies, and goals relating to curriculum and instruction.</p> <p>Provides direction and supervision for curriculum and instruction and professional development for grades 7-12 and assists in the coordination of Adult Education programs.</p> <p>Directs the District's Vocational Education Program, Regional Occupational Program, Work Experience Program, AVID and grades 7-12 Tech Prep Program. Serves as liaison to the County and ROP coordinating agencies.</p> <p>Provides input in the selection of textbooks, instructional media, instructional equipment and materials for curriculum and instruction for grades 7-12.</p> <p>Works collaboratively with the Director of Elementary Curriculum and Instruction, Director of Assessment and Evaluation, and Director of Professional Development to assure articulation of the District Curriculum, Instructional, Assessment and professional development programs.</p> <p>Prepares the budgets for Vocational Education Regional Occupation Program.</p>

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Works closely with the other Educational Services directors in the design and implementation of technologically supported learning programs.

Represents the District in meetings and conferences appropriate to instructional programs and assessment.

Represents the District as a liaison in meetings with county, state, and federal agencies, institutions and committees that are related to secondary curriculum and instruction.

Works collaboratively with all departments of Educational Services and assists the Associate or Assistant Superintendent in the development and maintenance of a system of student assessment that provides evidence useful to the evaluation and modification of 7-12 educational program components.

Conducts regular meetings with counselors to ensure consistent District-wide implementation of counseling services.

Provides guidance and assistance to secondary schools with the process of Western Association of Schools and Colleges (WASC), state monitoring programs and Categorical Program Monitoring (CPM) for the District as necessary.

Establishes agendas, serves as chairperson, provides leadership, support and guidance to District personnel in conducting the Curriculum Coordinating Committee.

Provides leadership and expertise in forming, guiding and counseling District committees, groups, councils, and advisories for 7-12 curricular purposes.

Provides leadership, support and guidance to staff, District personnel and members of the community to ensure thorough communication relative to educational design and delivery process. Also ensures that community advisory groups have the opportunity to participate in Educational Programs Assessment and Evaluation processes.

Supervises and evaluates certificated and classified personnel as assigned.

Performs other related duties as assigned.

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Participates in the development of program evaluation designs, including the development of evaluation instruments and performance based measures.

Assists in the development and monitoring of adopted quality/performance indicators.

Collaborates and analyzes student testing results to identify successful strategies and programs.

Prepares answers to data-related questions as directed.

Administers surveys to define success among parents, schools, and the community.

Assists in the development of evaluation components of new programs.

Assists in the coordination of committees and task forces to receive broad-based input and utilize a cooperative problem-solving approach on issues related to evaluation and development, design of measures and assessment relevant to curriculum and teaching strategies.

Coordinates the appeal of grade assignment (grade challenge) process, convenes a hearing panel and submits findings.

Liaison for designation of California Interscholastic (CIF) representative to league.

### **MINIMUM QUALIFICATIONS:**

A valid California Administrative Services Credential and secondary teaching credential.

### **EDUCATION:**

Master's Degree or higher in educational administration desirable. Course work in curriculum development and assessment design is desirable.

### **EXPERIENCE:**

Seven years of successful teaching experience at the secondary level and completion of educational administrative training program.

Four years of experience in a responsible administrative position performing instructional support services and related functions preferably at both elementary and secondary levels.

### **KNOWLEDGE OF:**

Principles and methods of curriculum, instruction, assessment and professional development.

Principles and methods of program management and evaluation.

Principles, practices, and techniques of problem-solving and conflict resolution.

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Principles and techniques of public relations.

Techniques of statistical analysis, tests and measurements.

Principles and techniques of budget development and administration.

Principles and practices of organization and personnel management.

Applicable federal, state, and District rules, regulations and procedures.

Computer software programs that include spreadsheets, databases, statistical analysis, graphics, and word processing in the Macintosh and PC platforms.

### **ABILITY TO:**

Organize and present ideas effectively in oral and written form.

Maintain effective, cooperative working relationships with central services and site personnel.

Collect and analyze data and information.

Analyze situations carefully and adopt effective courses of action.

Supervise, train, and evaluate assigned personnel.

Prepare and present staff development sessions in the assigned areas of responsibility.

Interpret and apply Administrative and School Board policies, laws, and regulations.

Prepare clear, complete, concise, general and statistical reports.

Prepare and implement systems and procedures related to assigned areas of responsibility.

### **PHYSICAL DEMANDS AND WORKING CONDITIONS:**

**Mobility:** Must possess mobility of arms to reach and dexterity of hands to grasp and manipulate small objects such as would be needed to use a pen or a keyboard. Must possess sufficient mobility to operate a vehicle, to travel to school sites and other meetings at a wide variety of locations. There is a frequent requirement to attend meetings and make presentations which may involve prolonged periods of sitting and standing.

**Vision:** Must possess vision (which may be corrected) to read small print and computer screens.

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Speech and Hearing: Must possess hearing (which may be corrected) to use a telephone and to hear discussion and questions during public and school meetings. The individual is required to speak clearly and distinctly, to make lengthy oral presentations and to converse by telephone.

Mental and Emotional: The individual is required to establish effective relationships with a wide range of people, to give direction and to exercise tact, diplomacy, empathy and firmness in sometimes highly emotional situations.

Other Conditions: The individual is required to use a personal vehicle to visit school sites, to attend periodic evening meetings and/or to travel within and out of the county boundaries to attend meetings. The individual may be required to work for extended hours beyond a normal workday. This position is exempt from overtime compensation.

<b>OTHER:</b>	Possession of a valid and appropriate California Driver's License.
	Possession of a private vehicle.
<b>SUPERVISION OVER:</b>	Clerical staff assigned to Director's office, other staff as assigned by Associate or Assistant Superintendent.
<b>SUPERVISION FROM:</b>	Associate or Assistant Superintendent of Educational Services.
<b>BOARD APPROVAL:</b>	06-20-96
<b>AMENDED:</b>	10-03-96
<b>AMENDED:</b>	07-01-04
<b>AMENDED:</b>	06-01-06