

**EXECUTIVE DIRECTOR
CURRICULUM & INSTRUCTION**

DEFINITION

Under the general direction of the Assistant Superintendent/Education Services, plan, implement, supervise, coordinate and evaluate curriculum, and instruction K-12 and oversee the development and implementation of the District's professional learning program.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Oversee existing curriculum and instruction K-12
- Oversee the development and implementation of new curriculum and pedagogy K-12.
- Oversee the development and implementation of leadership training, including the Continuous Leadership Academy, for all administrators and participating teacher leaders
- Coordinate K-12 professional learning opportunities for certificated, classified, administrative staff and our parent community aligned to the Standards for Professional Learning and focused on the development of IUSD's Continuous Improvement Efforts
- Structure learning opportunities through collaboration with Ed. Services and our schools to provide a more integrated approach to professional learning in IUSD recognizing the unique needs of early elementary, elementary, middle and secondary programs.
- Remain current with developments and trends in curriculum and instruction and provide leadership in determining program direction and improvement to curriculum and instruction
- Know and understand current research, pedagogies and their implications for program development in IUSD
- Develop and coordinate a web based catalogue and calendar of Professional Learning Opportunities for certificated, classified, and administrative staff.
- Integrate research based professional learning opportunities that support:
 - Common Core Standards implementation
 - Professional Learning Communities
 - Technology endeavors (BYOD, Blended Learning, SchoolNet)
- Oversee textbook selection and dissemination
- Supervise Curriculum, Instruction and Professional Learning Department Administrators
- Evaluate Director of STEM
- Evaluate Director of Literacy
- Evaluate Coordinator of Data and Assessment
- Evaluate Coordinator of Visual and Performing Arts
- Organize and support the facilitation of Extended Coordinator & Director Curriculum Meetings
- Attend Executive Director Meetings

Executive Director: Curriculum, Instruction and Professional Learning - Continued Page2

- Consult regularly with Assistant Superintendent of Education Services, and Executive Directors of Elementary, Secondary, and Student Services

QUALIFICATIONS GUIDE

Knowledge of:

- Comprehensive knowledge of applicable state and federal laws, regulations, and compliance requirements governing special education programs in California.
- Knowledge of State funding allocation methods.

Ability to:

- Ability to communicate orally and in writing sufficient to express ideas, thoughts, and instructions clearly to clients, community, and staff.
- Ability to collaborate with other agencies in planning and implementing effective special education programs, including staff and parent training, within established budget constraints.
- Ability to analyze complex situations and prepare response alternatives for consideration by decision-making groups.

EDUCATION/EXPERIENCE:

Three years of successful certificated teaching experience. Master's degree from an accredited college or university is preferred.

LICENSES AND OTHER REQUIREMENTS:

- Valid California teaching or other related Services credential
- California Administrative Services or other related Services credential
- Possession of a valid California driver's license

PHYSICAL DEMANDS:

The physical demands 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 sit and talk or hear. The employee is occasionally required to walk.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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. The noise level in the work environment is usually moderate.