

**MT. PLEASANT ELEMENTARY SCHOOL DISTRICT  
JOB DESCRIPTION- Management**

**JOB TITLE: Director of Curriculum, Instruction, and Assessments**

**Summary:** Under the supervision of the Superintendent, provides administrative and curriculum leadership for the planning, development, organization, and coordination of transitional-kindergarten through eighth grade curriculum, assessments, and professional services; serves as the principal advisor to the Superintendent regarding key issues and concerns emanating from matters related to curriculum, staff development, monitoring of federal and state programs, and performs all other related duties associated with the position of Director of Curriculum, Instruction, and Assessments.

**Essential Job Functions:**

Curriculum and Instruction TK-8

- Coordinate and support the implementation of the District's Diversity, Equity, Inclusion, and Belonging mission and plan.
- Responsible for the development and implementation of federal or state aid programs including but not limited to Title I, Title IIA, and Title III.
- Support all aspects of district instructional and curriculum integration of technology.
- Coordinate the development, implementation, and evaluation of the Comprehensive Plan (both District and school plans).
- Prepare and create the School Instructional Calendar.
- Supervise the administration and analysis of all state and local testing programs within the district, including the creation of an annual district-wide assessment calendar.
- Represent the school district in meetings and conferences related to curriculum and instruction, assessment, and technology.
- Report periodically to the board on all curriculum, instruction, and assessment matters and all technology issues as directed by the Superintendent.
- Make recommendations pertaining to policy and procedure to the Superintendent.
- Coordinate and supervise the Instructional Support program for the district, including implementation of a consistent TK-8 Response to Instruction and Intervention system, including school day interventions, extended day, and extended year supports.
- Plan and implement professional development to support teaching and learning practices to improve students' achievement.
- Directs the implementation of state standards, frameworks, adopted material, and the implementation of effective instructional strategies which meet the needs of a diverse student population.
- Responsible for the adoption and implementation of the District curriculum program and related instructional materials
- Coordinate and chair the District's Curriculum Council Meetings.

- Coordinate and chair stakeholder meetings to gather feedback for the development of federal and state plans such as the LCAP, LCAP Addendum, and other state or local plans.
- Coordinate library services and support for site library aides

**Other Job Functions:**

**Personnel/General(TK-8)**

- Recommend a budget to the Superintendent to meet the objectives of this office and operate within the budget.
- Participate in the interview and selection process of the instructional staff as appropriate.
- Keep the Superintendent fully informed of significant matters pertaining to the administration of the schools and consult freely with him/her concerning such matters.
- Assist with the coordination of the Teacher Induction Program and district orientation programs and activities of new teachers and administrators.
- Supervise and evaluate district staff, as outlined in the District Organizational Chart.
- Conduct formal and informal observations and supervision of staff.
- Counsel with principals and teachers on matters of district-wide concerns in order to help them improve their effectiveness.
- Drafts and interprets District policies and administrative regulations regarding instructional matters;
- Perform any other duties assigned by the Superintendent.

**Job Requirements – Qualifications:**

- **Knowledge, Skills, and Abilities:**
  - Principles, practices, trends, goals, and objectives of public education
  - Applicable laws, codes, regulations, policies, and procedures as it relates to instruction
  - Philosophical, educational, fiscal, and legal aspects affecting District curriculum and instruction processes
  - Theories, techniques, and methodologies of instruction
  - Curriculum and instruction design and delivery systems, including audit and evaluation processes that determine process effectiveness
  - Curriculum and assessment support programs, services, and networks
  - Human relationships, conflict resolution strategies, and procedures
  - Interpersonal skills using tact, patience, and courtesy
  - Effective oral and written communication skills
- **Working Environment:**
  - Environment – The job functions are generally performed in an indoor 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.

- Physical Abilities – The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions for 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 stand, walk, sit, and talk, or listen. The employee may sit for extended periods of time and must have dexterity of hands and fingers to operate a computer keyboard. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust vision.
- **Education and Experience Requirements:**
  - Valid California Administrative Services Credential or General Administrative Credential.
  - Master’s degree or higher from an accredited college or university.
  - Five years of successful teaching and administrative experience at the school site or district level
  - Advanced graduate work in education areas of curriculum development, supervision, instructional practices, and research.

**Salary Range:**

**Management Schedule**

<b>Director I Range G</b>	<b>\$131,432-156,380</b>	<b>220 work days</b>
<b>Director II Range H</b>	<b>\$138,278-164,135</b>	<b>220 work days</b>
<b>Doctorate</b>	<b>\$1,900</b>	

\*Range II is equivalent to 8+ years of experience at a Director Level

**Licenses, Certifications, Testing Requirements:** Fingerprint/criminal justice clearance; Tuberculosis clearance, Drivers License

BOARD APPROVED \_\_\_\_\_