

MORGAN HILL UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

POSITION TITLE: Director of Curriculum, Instruction & Assessment

GENERAL DESCRIPTION:

Under the direction of, and reporting to the Assistant Superintendent of Educational Services, the Director of Curriculum, Instruction & Assessment shall be responsible for the revision, development, implementation and evaluation of the district's curriculum. The Director of Curriculum, Instruction & Assessment is expected to support a safe, caring, student-centered environment that promotes high academic and ethical standards among students and staff. The Director of Curriculum, Instruction & Assessment operates within the framework of District policies adopted by the Board of Education, the regular requirements as stipulated in the *Education Code*, the *California Code of Regulations, Title V*, and the rules and regulations of the State Department of Education.

DUTIES AND RESPONSIBILITIES

1. General

- a. Implements the appropriate actions delineated for the District as part of the District's long range goals and curriculum design and delivery.
- b. Promotes with all staff the valuing of every student's right to be treated with dignity and respect.
- c. Promotes with all students the valuing of every staff member's right to be treated with dignity and respect.
- d. Assumes responsibility for assigned classified and/or certificated employee evaluations: includes valid and constructive suggestions for improvement of instruction and follows through with these suggestions.
- e. Maintains ongoing two-way communication with all segments of the school community regarding the District's long-range goals as well as day-to-day operations.
- f. Coordinates and provides direction/supervision for all assigned activities and programs.

2. Curriculum

- a. Ensures high quality curriculum design and delivery.
- b. Ensures the alignment of the written, taught and tested curriculum.
- c. Develops, implements and evaluates curriculum and matters related to the District's instructional program.
- d. Coordinates curriculum development and ensures articulation with District-wide efforts.

- e. Provides for an on-going process of assessing student needs.
- f. Plans/designs the appropriate staff development to support/reinforce the mission of the District and the continued professional growth for faculty and staff.
- g. Demonstrates leadership and support of the educational and administrative philosophies of the district.

3. Community Relations

- a. Serves on the appropriate committees and organizations to assure the interests of the District are properly represented.
- b. Establishes and maintains effective working relationships with parents, community members, outside agency personnel and other interested school stakeholders.
- c. Involves parents and the community in the development, implementation, and evaluation of the District's instructional program through committed citizen groups.
- d. Achieves status as a community leader in public education.

4. Finance

- a. Maintains the accuracy and integrity of program budgets.
- b. Assures proper use and distribution of monies generated through block grants, categorical programs, special projects and grant funds.
- c. Secures additional finances through grants, endowments and other fund-raising sources as needed to augment programs and projects.
- d. Facilitates an understanding of program budgets with staff and community.

5. Personnel

- a. Promotes positive staff morale and commitment.
- b. Acknowledges accomplishments of colleagues and subordinates.
- c. Respects and maintains professional confidences.
- d. Uses appropriate professional channels for communicating personal/professional concerns.
- e. Demonstrates collegial and organizational loyalties.

6. Professional Obligations

- a. Strives to continually improve management and administration skills and abilities.

- b. Keeps aware of educational/personnel trends and developments and employs such information in the District program.
- c. Maintains professional association memberships and represents the District on professional committees.
- d. Works closely and cooperatively as a member of the District management team and the Superintendent's Cabinet.

7. Authority and Functions

Performs other tasks and functions as are assigned by the Assistant Superintendent, Educational Services.

8. Chain of Command

Reports directly to the Assistant Superintendent, Educational Services or designee, annually regarding the progress of the District in achieving yearly goals, including comparisons to baseline data approved by the Superintendent or the Assistant Superintendent, Educational Services.

9. Education and Experience

- a. Holds Master's or preferably a Doctorate from an accredited university.
- b. Has successful experience or high quality preparation in curriculum design, e.g., developing curriculum, articulating curriculum with other schools, and coordinating curriculum at the site or district level.
- c. Has successful experience or high quality preparation in overseeing the delivery of curriculum, e.g., high quality instruction coordination of curriculum within and across grade levels and/or departments.
- d. Has successful experience or high quality preparation in use of feedback data in the improvement of the design and delivery of curriculum and education programs.
- e. Has successful experience as an education leader, preferably as an administrator.

10. License or Certification

Holds or is eligible for a clear Administrative Services credential issued by the California Commission on Teacher Credentialing.

11. Employment Standards

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The knowledge and skill requirements are representative of essential duties. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.