

PERRIS UNION HIGH SCHOOL DISTRICT

Board Approved: September 16, 2015

Revised: February 20, 2019

Salary Schedule: 150 Row: 1

The Governing Board desires to provide a positive work environment where employees and job applicants are assured of equal access and opportunities and are free from harassment in accordance with law. The Board prohibits district employees from discriminating against or harassing any other district employee or job applicant on the basis of the person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation. BP 4030 The Governing Board prohibits sexual harassment of district employees and job applicants. The Board also prohibits retaliatory behavior or action against district employees or other persons who complain, testify or otherwise participate in the complaint process established pursuant to this policy and administrative regulation. BP 4119.11, 4219.11, 4319.11

JOB TITLE: DIRECTOR OF CURRICULUM AND INSTRUCTION

JOB PURPOSE STATEMENT: Under the direction of the Assistant Superintendent, Educational Services, will perform administrative duties and provide leadership with primary responsibility for the research, planning, development, implementation, and evaluation of the curriculum and instruction functions for the District.

JOB FUNCTIONS:

- Develops and articulates the District's mission, instructional philosophy, goals, and objectives using collaborative processes and problem-solving techniques.
- Directs and coordinates teachers and administrators in developing schoolwide instructional goals, objectives, and assessment instruments, and systems of monitoring the implementation of District and site staff development.
- Support the design and delivery of professional development across departments in support of Common Core implementation.
- Create, facilitate, and implement an assessment and accountability system to address the rigor of the Common Core State Standards.
- Works collaboratively with other directors to ensure effective coordination, support and utilization of all programs allocated to sites. Plans, directs and coordinates with other directors comprehensive articulation between programs and between school levels.
- Collects, analyzes, and presents complex technical data; identifies potential problems and evaluates alternative solutions; prepares sound recommendations.
- Support and guide site administrators and teachers in developing a four-year college-going culture, particularly increasing a-g completion rates.
- Develops and implements an ongoing procedure and analysis for curriculum review, development, and/or revision.

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JOB FUNCTIONS - continued:

- Coordinates and supervises the revision of the Course of Study.
- Manages and controls the examination, evaluation, adoption, purchase and utilization of instructional resources.
- Plans and implements professional development activities for certificated and classified employees, including research-based instructional practices, and assisting site administrators and teachers in planning staff development activities at the school level.
- Coordinates response to intervention.
- Coordinates with site principals to plan and implement academic support programs.
- May secure consultants, specialists, grants and other community resources in attaining objectives.
- Establishes and maintains effective working relationships with staff and other persons contacted through the course of work
- Perform other duties as assigned

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Leadership development
- Curricular planning and development.
- Essential components of school innovation.
- Instructional techniques, methods and materials.
- Instructional technologies.
- Coaching strategies.
- The elements of Program Improvement.
- Principles, practices and techniques of problem-solving and conflict resolution.

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KNOWLEDGE AND ABILITIES - continued:

Ability to:

- Organize and present ideas effectively in oral and written form
- Maintain effective, cooperative working relationships with Educational 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 Abilities:

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines Able to communicate and obtain information in English
- Able to sit (for sustained period of time), stand, stoop, kneel, bend, lift (25 pounds), carry (25 pounds), and walk
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to operate office machines and equipment in a safe and effective manner

JOB QUALIFICATIONS:

Education Required:

- A valid California Administrative Services Credential and secondary teaching credential.
- Master's Degree or higher in educational administration or curriculum is desirable.

Experience Required:

- Five (5) or more years of successful teaching experience, secondary-level preferred.
- Three (3) or more years of successful administrative experience as a site principal, secondary-level preferred.

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- Demonstrated expertise in curriculum/instructional leadership
- Demonstrated expertise in personnel supervision and community relations
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JOB QUALIFICATIONS-continued:

Credential and Licenses

- Eligible to apply for or holds a valid California Administrative Services and appropriate teaching/certificate credential (s)
- TB Clearance
- Drug/Alcohol Clearance
- Valid California Driver's License
- Criminal Justice Fingerprint Clearance

EMPLOYMENT STATUS:

- Certificated Management Position