

SAN JOSE UNIFIED SCHOOL DISTRICT
San Jose, California

TITLE: Director, Curriculum and Instruction (6-12), and Alternative Education

REPORTS TO: Assistant Superintendent, Instruction

SUPERVISES: Exercises direct supervision of assigned certificated and classified personnel

JOB GOAL: The Director is responsible for planning, organizing, and directing the Curricular and Instructional Program for secondary (grades 6-12) academic activities. The Director provides leadership in the area of staff development, curriculum development, program implementation and evaluation of curricular offerings. In collaboration with the Elementary and Special Education Directors, the Director is responsible for the promotion of positive communication between parents, staff, and school site administration and the District to increase the level of academic achievement of all students with a special emphasis on student subgroups that are not reaching current proficiency standards. The Director is responsible for ensuring that State, Federal, and District guidelines for secondary curriculum and instruction are appropriately implemented at each of the school sites in Mainstream, Structured English Immersion, and Bilingual Education programs, International Baccalaureate (IB), and Honors/Advanced Placement courses are appropriately implemented at each school site, (grades 6-12).

PERFORMANCE RESPONSIBILITIES:

Responsibilities and duties include, but are not limited to:

1. Directs and participates in the development and implementation of goals, objectives, and procedures related to instruction and curriculum development in secondary education.
2. Plans, implements, and evaluates the core curriculum programs in language arts, ELD, mathematics and in all content areas including physical education, textbook and supporting material selection and adoption in consultation with teachers, administrators, and parents.
3. Provide support, inservice and guidance to parents on the District English Learner Advisory Committee as they identify needs in their school communities developing priority goals and objectives and identifying local, state and federal resources to meet the state needs.
4. Be knowledgeable of current practices and future trends as related to the education of linguistic and ethnic minority student populations.
5. Direct and assist site administrators and project managers that provide the educational programs for English language learners and minority students funded by TIIG, categorical and general funds.

DIRECTOR, CURRICULUM AND INSTRUCTION (6-12), AND ALTERNATIVE EDUCATION

6. Develops curriculum guidelines for secondary Honors/Advanced Placement, and International Baccalaureate programs that meet State Program Standards and Education Code.
7. Selects, supervises, trains and evaluates assigned professional and clerical staff.
8. Maintain and monitor Bilingual Programs, and Migrant Education PASS program
9. Directs and participates in the preparation and administration of budgets for assigned program.
10. Provides information, direction and guidance to principals and other District personnel requesting the assistance or services of assigned program.
11. Interprets laws, rules and regulations affecting the program and services provided; informs necessary parties regarding implications and ramifications.
12. Evaluates instruction and curriculum development in view of the District's plans and objectives
13. Participates in staff meetings, professional conferences, and Board of Education meetings, as necessary.
14. Identifies potential areas of improvement achievable through new and improved systems and procedures.
15. Organizes, plans, and supervises the adoption of core and supplementary curriculum materials.
16. Provides leadership and administrative support to schools in the development, implementation, and monitoring of categorical programs designed to accelerate student achievement.
17. Provides information, direction and guidance to principals and other District personnel requesting the assistance or services of assigned program.
18. Provides administrative support to principals in the understanding and monitoring of effective instructional practices.
19. Coordinates staff development regarding the necessity of integrating culturally relevant pedagogy into the classroom, to address the needs of diverse learning.
20. Works collaboratively with directors to develop long-range and yearlong staff development plans for language arts, mathematics, language acquisition, and all content areas including physical education.
21. Prepares and presents staff reports and other necessary correspondence.
22. Facilitate principal and assistant principal meetings.
23. Direct and assist site administrators and project managers that provide the educational programs for English language learners and minority students funded by categorical and general funds.
24. Ensures that schools effectively implement high quality programs that address the academic needs of diverse student populations.
25. Analyzes achievement data and compares program progress with baseline data and goals.
26. Oversees the District librarian and Media Assistants in their support of site-based libraries and collections.
27. Monitors all academic components related to the Williams compliance settlement
28. Provides information, direction and guidance to principals and other District personnel requesting the assistance or services of assigned program
29. Field trip approval.
30. Provide oversight of ILC activities.

DIRECTOR, CURRICULUM AND INSTRUCTION (6-12), AND ALTERNATIVE EDUCATION

31. Researches, prepares, and presents reports as necessary.
32. CAHSEE Budget control, Valenzuela Act
33. Other duties as assigned.

QUALIFICATIONS:

1. Appropriate California Administrative Credential
2. Master's Degree (from an accredited college or university)
3. Minimum of five years of successful teaching experience at the appropriate level(s) preferably in the area of Bilingual Education at either the elementary or secondary level, English as a Second Language, and/or other related experiences.
4. School site administration experience at the appropriate level(s)
5. Knowledge of National, State and District educational goals and standards.
6. Ability to analyze statistical data for trends and standard performance in various programs and to develop strategies for improvement.
7. Knowledge of principles and concepts for continuous quality improvement in education
8. Knowledge of learning theory, program planning, curriculum development and management
9. Ability to facilitate various size groups using facilitative leadership skills. Ability to make decisions based on relevant information
10. Experience in urban districts with diverse student population desirable.
11. Bilingual background in English and Spanish, desirable.
12. School site administration experience at the appropriate level(s)
13. Knowledge of program models for English Learners and background in research based best practices for EL students including ELD, Structured English Immersion, Transitional Bilingual Education and Two Way Bilingual Immersion
14. Curriculum and instructional training desirable.
15. Bilingual background in English and Spanish, preferred
16. Demonstrated leadership skills and organizational skills
17. Demonstrated written and oral communication skills
18. Ability to relate well to all members of the educational community
19. Physical and emotional stamina

TERMS OF EMPLOYMENT:

Salary Placement: Range 28, (\$102,962.56 - \$125,151.63)
Work Year: 226 days

EVALUATION:

Performance will be evaluated based on the successful completion of assigned responsibilities and Board of Education Policies regarding Evaluation Procedures for Certificated Administrators.

Board approved:
CDF:jasg 3-2010
Revised 7-2010