

SAN JOSE UNIFIED SCHOOL DISTRICT
San Jose, California

- TITLE:** Director, Curriculum and Instruction (PreK-5)
- REPORTS TO:** Assistant Superintendent, Instruction
- SUPRVISES:** Exercises direct supervision of assigned certificated and classified personnel
- JOB GOAL:** The Director provides leadership in the areas of curriculum development, core curriculum and monitoring and evaluation in reading/language arts, English Language Development (ELD), mathematics and all content areas including physical education. The Director provides leadership in the development, implementation, and coordination of the district's Pre K to grade 5 instructional programs in collaboration with the Director of Secondary Education. The Director is responsible for ensuring that State, Federal, and District guidelines for elementary 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 Preschool. The Director promotes positive communication between parents, staff, and school site administration. The Director works with principals, teachers, the parent community, and the District to increase the level of academic achievement of all students with a special emphasis on student subgroups who are not reaching current proficiency standards.

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 elementary 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. Organizes and implements District GATE certification program and schedules GATE Certification and Advanced Placement Certification classes for teachers.
6. 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.

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7. Develops curriculum guidelines for reading/language arts (English and Spanish), mathematics, and all content areas including physical education in consultation with teachers, administrators, and parents that meet State Standards and Education Code.
8. Selects, supervises, trains and evaluates assigned professional and clerical staff.
9. Maintain and monitor Bilingual Programs, and Migrant Education PASS program.
10. Directs and participates in the preparation and administration of budgets for assigned program.
11. Provides information, direction and guidance to principals and other District personnel requesting the assistance or services of assigned program.
12. Interprets laws, rules and regulations affecting the program and services provided; informs necessary parties regarding implications and ramifications.
13. Evaluates instruction and curriculum development in view of the District's plans and objectives.
14. Identifies potential areas of improvement achievable through new and improved systems and procedures.
15. Participates in staff meetings, professional conferences, and Board of Education meetings as necessary.
16. Organizes, plans, and supervises the adoption of core and supplementary curriculum materials.
17. Provides leadership and administrative support to schools in the development, implementation, and monitoring of categorical programs designed to accelerate student achievement.
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. Direct and assist project manager in providing State Early Education/preschool program.
22. Prepares and presents staff reports and other necessary correspondence.
23. Facilitate principal and assistant principal meetings.
24. Provides direction and guidance to administrators and principals who have preschool programs at their site.
25. Acts as liaison with other departments to facilitate the needs of preschool and elementary students.
26. Ensures that schools effectively implement high quality programs that address the academic needs of diverse student populations.
27. Analyzes achievement data and compares program progress with baseline data and goals.
28. Plans and coordinates the overall GATE program in consultation with the Advisory Committee, teachers, administrators, and parents.
29. Oversees the District librarian and Media Assistants in their support of site-based libraries and collections.
30. Monitors all academic components related to the Williams compliance settlement.

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31. Provides information, direction and guidance to principals and other District personnel requesting the assistance or services of assigned program.
32. Researches, prepares, and presents reports as necessary.
33. Field trip approval.
34. 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 the elementary 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. 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.
12. Curriculum and instructional training desirable
13. Bilingual background in English and Spanish, preferred.
14. Demonstrated leadership skills and organizational skills.
15. Demonstrated written and oral communication skills.
16. Ability to relate well to all members of the educational community.
17. 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:

DI/CDF:jasg 3-2010

Revised 7-2010