

**SAN JOSE UNIFED SCHOOL DISTRICT**  
San Jose, California

**Title: Manager, Curriculum and Instruction, Secondary (with an emphasis on English Language and Bilingual programs)**

**Reports to:** Director of Secondary Education (6-12) and Alternative Education

**Supervises:** District Content Area Coaches  
Classified Support Staff

**Job Goal:** To manage the development, coordination, articulation, and evaluation of the District's 6-12 curriculum and staff development program including but not limited to English Language learners in grades 6-12.

**Performance Responsibilities:**

- Works directly with site and district administrators and resource staff to provide expertise and assistance with the planning, implementation and evaluation of effective bilingual and ELD programs (this may include but not be limited by the placement of EL's in appropriate courses, monitoring graduation and participation rates, and increasing student achievement and redesignation rates)
- Effectively implement and evaluate specially funded programs including but not limited to English Literacy (ELIP); English Language Acquisition program (ELAP), Title III, and other programs specific to EL students at the secondary level
- Designs/Provides certificated professional development activities to meet student needs as indicated by data
- Supervises 6-12 content area coaches (including Language Art's, Math, English Language Development and Interventions)
- Mediates issues across grade-levels and among subject areas related to curriculum content and Department/Division initiatives
- Supports sites in all compliance areas including the instructional materials certification of Williams Act, CPM (Categorical Program monitoring); the District's Master Plan for English Language Learners; the Voluntary Integration Plan requirements related to English Learners at the secondary level; R-30 Language census and WASC accreditation, etc. and works with the Department Director to address non-compliance issues at a site level
- Supports/monitors District-wide implementation of Pacing Guides and Benchmark Assessments;
- Supports/monitors the integration of technology as a tool for curriculum implementation (i.e. technology based instruction; on-line resource materials, etc.)
- Facilitates meetings of Secondary Assistant Principals; CPAC (Curriculum Planning Advisory Committee); SELAC (Site English Language Advisory Committee)
- Reviews/Disseminates information on current research and curriculum trends regarding institutionalized practices and future trends in 6-12 education
- Collaborates with various departments to assure coordination of efforts (i.e. Special Education, Technology, MOT, Fiscal, etc.)

- Actively participates in developing, implementing and assessing the Division/Districts instructional goals and objectives
- Participates on District/State committees
- Prepares requested reports and presentations
- Performs other duties as assigned by the Director of Secondary Education

**Qualifications:**

1. Appropriate California Administrative Credential
2. Master's Degree
3. Extensive background in curriculum, instruction, staff development, and assessment
4. Demonstrated success supporting racially/linguistically diverse students and students with disabilities
5. School Site administration experience at the secondary level preferred
6. Two years as a resource teacher or the equivalent
7. Five years of successful teaching experience in an elementary setting
8. Demonstrated leadership and organizational skills
9. Demonstrated written and oral communication skills
10. Ability to relate well to all members of the educational community

**Terms of Employment:**

Salary Placement: Appropriate level and step of Administrative Salary Schedule  
Work Year: 221 days

**Evaluation:** Performance evaluation will be in accordance with the provisions of the Administrator Evaluation Process