

SAN JOSE UNIFED SCHOOL DISTRICT
San Jose, California

Title: **Manager, Curriculum and Instruction, Elementary**

Reports to: Director of Curriculum and Instruction

Supervises: District Content Area Coaches
 Classified Support Staff

Job Goal: To manage the development, coordination, articulation, and evaluation of the District's K-5 curriculum and staff development program.

Performance Responsibilities:

- Works directly with sites to assess and provide for curriculum needs and improve student achievement
- Designs/Provides certificated professional development activities to meet student needs as indicated by data (including Differentiated Instruction strategies and Culturally Responsive Pedagogy)
- Supervises K-5 content area coaches (including Language Art's, Math, and Interventions); IMD staff; two circulation technicians and the District librarian;
- Mediates issues across grade-levels and among subject areas related to curriculum content and Department/Division initiatives
- Supports sites in all compliance areas including Program Improvement, the instructional materials certification of Williams Act, CPM (Categorical Program monitoring, etc.)
- 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, standards-based report card; on-line resource materials, etc.)
- Oversees auxiliary curriculums (i.e. law related education; family-life education, etc.)
- Facilitates meetings of Elementary Assistant Principals; CPAC (Curriculum Planning Advisory Committee); K-12 Library Media Assistants;
- Reviews/Disseminates information on current research and curriculum trends regarding institutionalized practices and future trends in K-5 education
- Oversees all curriculum adoptions K-5 (including purchasing, distribution and subsequent professional development)
- Responsible for managing budgets including all District/Site curriculum orders, IMF funds, grants, etc.
- Collaborates with various departments to assure coordination of efforts (i.e. Bilingual, 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 Curriculum and Instruction

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. Five years of successful teaching experience in an elementary setting
6. Three years of School Site administration experience at the elementary level
7. Demonstrated leadership and organizational skills
8. Demonstrated written and oral communication skills
9. 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