

SAN JOSE UNIFIED SCHOOL DISTRICT
San Jose, California

Title: Manager, Curriculum and Instruction, Secondary

Reports to: Director, Curriculum and Instruction (6-12)

Supervises: District Content Area Coaches, Classified Support Staff

Job Goal: To manager the development, coordination, articulation, and evaluation of the District's 6-12 curriculum and staff development program.

Performance Responsibilities:

1. Works directly with sites to assess and provide for curriculum needs and improve student achievement.
2. Designs/Provides certificated professional development activities to meet student needs as indicated by data (including explicit direct instruction [EDI] and Culturally Responsive Teaching [CRT])
3. Supervises 6-12 content area coaches (including Language Arts, Math, and Interventions); textbook, library materials and classified staff
4. Mediates issues across grade-levels and among subject areas related to curriculum content and Department/Division initiatives
5. Supports sites in all compliance areas including Program Improvement, the instructional materials certification of Williams Act, CPM (Categorical Program monitoring), and WASC Accreditation.
6. Supports/monitors District-wide implementation of Pacing Guides and Interim Assessments
7. 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.)
8. Facilitates under the direction of the Director, meetings of Secondary Assistant Principals of Instruction; CPAC (Curriculum Planning Advisory Committee); K-12 Library Media Assistants
9. Reviews/Disseminates information on current research and curriculum trends regarding institutionalized practices and future trends in 6-12 education
10. Oversees all curriculum adoptions 6-12 (including purchasing, distribution and subsequent professional development)
11. Responsible for managing budgets including all District/Site curriculum orders, IMF funds, grants, etc.
12. Collaborates with various departments to assure coordination of efforts (i.e. C&I Elementary, Special Education, Technology, Fiscal, etc.)
13. Actively participates in developing, implementing and assessing the Division/District's instructional goals and objectives
14. Participates on District/State committees
15. Prepares requested reports and presentations

16. 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 a secondary setting
6. Three years of School Site administration experience at the secondary 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: 220 days

Evaluation:

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