

GALT JOINT UNION ELEMENTARY SCHOOL DISTRICT

JOB TITLE: Director of Curriculum

DESCRIPTION OF BASIC RESPONSIBILITIES

To assist the Superintendent in developing, implementing, and maintaining District approved programs, partnerships, and services.

SUPERVISOR: Superintendent

TYPICAL DUTIES

1. Facilitates creation of District content and performance standards.
2. Develops or implements assigned programs and/or projects to conform to District and State curriculum and/or instructional objectives.
3. Pursues, secures, and maintains learning partnerships to strengthen curricular implementation.
4. Coordinates program components, support needs, and material to deliver services in conformance with established guidelines.
5. Collaborates with District personnel, peers of other districts, and other professionals regarding implementation and maintenance of services and/or programs.
6. Supervises or coaches personnel for the purpose of carrying out objectives within areas of responsibility.
7. Facilitates communications and coordination among instructional staff to meet curriculum guidelines and ensure that state mandates are achieved.
8. Develops proposals and grants in order to implement new programs.
9. Facilitates the writing of educational grants for the District and individual sites.
10. Facilitates the adoption of K-8 materials.
11. Facilitates the creation of a cohesive curriculum assessment program that includes multiple assessment measures to improve and monitor student achievement of district standards.
12. Assist with the development, organization, or scheduling of on-going staff development activities.
13. Provides demonstration teaching in all curricular fields as needed.
14. Serves as resource for the District's reading improvement strategies.
15. Prepares documentation to provide written support and/or convey information.
16. Researches various information such as current practices, instructional materials, method, curriculum guidelines to develop new programs and/or master plans.
17. Monitors projects, grants, and programs to ensure student performance complies with District, State, and Federal requirements.
18. Perform other duties similar to the above in scope and function as required and as assigned.
19. Assist in the evaluation of teachers as requested by site principals.
20. Plan, monitor and evaluate district's assessment program.

Employment Standards

Knowledge of:

- District curriculum
- General curriculum and instructional guidelines
- Relevant State Education Codes; Frameworks & Program Advisories
- District rules, regulations and policies
- Current research and literature pertaining to curriculum and instruction issues.

Ability to:

- Facilitate and build consensus in small and large group meetings
- Coordinate personnel and programs
- Apply assessment instruments and interpret test data
- Keep and maintain accurate records
- Plan, organize, and successfully implement site and District level activities
- Work independently and make independent judgments
- Be flexible and work under time constraints
- Meet and maintain the physical requirements necessary to perform assigned job functions in a safe and effective manner
- Communicate effectively and tactfully in both oral and written form
- Establish and maintain cooperative work relationships with those contacted in the performance of required duties

Education, Experience & Requirements

- Prior job related experience with increasing levels of responsibility
- Appropriate Administrative Service Credential
- California Driver's License and evidence of insurability
- TB test clearance
- Criminal Justice fingerprint clearance

Physical Characteristics

1. Sufficient vision to read printed material.
2. Sufficient hearing to conduct in person and telephone conversations.
3. Understandable voice with sufficient volume and clarity to be heard in normal conversations.
4. Sufficient dexterity to write, use telephone and office equipment.
5. Sufficient mobility to move about the District and drive a vehicle.
6. Physical, mental, and emotional stamina to endure long hours under sometimes stressful conditions.
7. Sense of humor.