

SANTEE SCHOOL DISTRICT

**DIRECTOR, CURRICULUM and ASSESSMENT**

**JOB SUMMARY:**

The DIRECTOR, Curriculum and Assessment, under the direction of the Assistant Superintendent, Educational Services is responsible for the implementation and coordination of instructional programs, supervision of certificated and classified professional development and parent/volunteer education programs to ensure the ongoing implementation of high standards of instructional practice, services and assistance. In addition, the Director of Curriculum and Assessment assists the Assistant Superintendent, Educational Services in meeting and maintaining all compliance objectives for state and federally funded projects in accordance with project guidelines and in cooperation with principals, teachers, parents and advisory committees. Other responsibilities and duties, as assigned by the Assistant Superintendent, Educational Services are also performed.

**EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

In concert and under the direction of the Assistant Superintendent, Educational Services, implements curriculum and instructional outcomes district-wide:

- Implements and supports instructional materials selection committees according to district administrative regulations and procedures.
- Establishes goals and objectives for staff professional development programs that support a high level of instructional practice in classrooms.
- Plans, organizes, implements, and evaluates instructional in-service programs to improve instruction.
- Meets regularly with administrators and teachers to establish future goals and identify specific training needs of the district's personnel, including certificated and classified.
- Coordinates the establishment of procedures, timelines, preparation of necessary forms and letters, assignment or workshop sites and all other practical elements of in-service training.
- Coordinates the operation of the student teacher program in the district.
- Coordinates parent education programs in the district.
- Researches best instructional practices and works with staff to pilot and implement these practices.
- Interprets in-service programs' objectives, results and needs to district staff, Board, civic and parent groups, teacher training institutions, and others.
- Coordinates the advisory program for certificated professional growth requirements mandated by the state credentialing commission.
- Develops instructional intervention programs in collaboration with site administrators.
- Provides written communication to district staff on programs.
- In concert with the Assistant Superintendent, Educational Services, develops curriculum for special needs students, including Title I, GATE, and EIA-LEP.

EXAMPLES OF DUTIES AND RESPONSIBILITIES (continued):

- Supervises summer school.
- Assists the Assistant Superintendent, Educational Services, to meet all compliance mandates and requirements for federal and state funded programs.
- Works with designated committees of teachers, principals and other members in specific programs and projects.
- Assists the Assistant Superintendent, Educational Services, to obtain assessment data on special needs programs and evaluates program effectiveness.
- Assists the Assistant Superintendent, Educational Services, to develop annual reports for Local Educational Plans, Coordinated Compliance Review, and Consolidated Application.
- Assists the Assistant Superintendent, Educational Services, to prepare and administer centralized state and federal project budgets.
- Coordinates the preparation of district publications such as orientation for materials for new teachers and staff members.
- Maintains a budget that supports instructional planning objectives.
- Assumes other responsibilities as assigned by the Assistant Superintendent, Educational Services.
- Coordinates, plans and implements district-wide assessments.
- Coordinates, plans and implements state bilingual assessments.
- Assists the Assistant Superintendent, Educational Services, with the coordination, administration, and evaluation of the state assessment.

EMPLOYMENT STANDARDS:

Education:	Master's degree is required; advanced education in curriculum and instruction is preferred.
Experience:	Four or five years of experience as a classroom teacher at K-8 level is preferred.
Credential(s):	Appropriate California teaching credential authorizing service in grades K-8 and administrative credential(s).
Knowledge and Abilities:	Possesses knowledge of curriculum and instruction techniques, best instructional practices, successful staff development practices, interpersonal skills and organizational skills. Has successfully demonstrated the ability to lead groups, analyze situations and needs, carry out directives and communicate effectively. Possesses exemplary presentation skills.

ADOPTED: July 15, 2003  
REVISED: March 21, 2017