

IMPERIAL UNIFIED SCHOOL DISTRICT

DIRECTOR OF CURRICULUM, INSTRUCTION & PROJECTS

Brief Description of Position:

Under the direction of the Associate Superintendent of Educational Services, oversees all functions related to curriculum, instruction, and educational technology, including: professional development, management of categorical programs, data analysis, textbooks and instructional materials, coordinate and facilitate all district consolidated application programs, and the district's technology initiatives. The Director of Curriculum & Instructional Programs cooperatively works with other members of the management team in the formulation and implementation of district policies and long-term educational goals in support of the District's mission.

Major Duties and Responsibilities:

1. Supervise the review, selection, adoption and ordering of instructional materials to implement and deliver services which conform to established guidelines; Ensures the articulation and alignment of curriculum, K-12
2. Oversees the implementation and evaluation of State and Federal Programs and Grant-funded programs including but not limited to Title I, II, III, IV, V, VI, and IX, English Language Learners, School Improvement Program, Migrant Education, Imperial Valley Regional Occupation Program, Adult Education and Vocational Education.
3. Prepares and maintains appropriate and necessary district, state, and federal reports including the Consolidated Application and Reporting System (CARS), Local Control and Accountability Plan (LCAP) and California Longitudinal Pupil Achievement Data System (CALPADS).
4. Monitor and reevaluate instructional programs on an ongoing basis using input from teachers and principals, applied research, and student data to determine effectiveness and improve outcomes. Recommend changes and adjustment where appropriate
5. Directs the administration of curricular services including hiring consultants, curriculum development, and textbook and supplementary materials selection.
6. Prepares project evaluation reports. Collects, maintains, analyzes and reports student data as it relates to state and federal programs, oversees or coordinates Program Self-Reviews, Federal Program Monitoring, Coordinated Compliance Reviews, School Accountability Report Cards and WASC Accreditations.
7. Maintains the District website and supports the technology needs of all sites.
8. In coordination with other district staff, monitors budget preparation for allocation of resources
9. Supports the planning, implementation and evaluation of the District staff development master plan; organizes, implements, and monitors the District staff development program related to instructional services, state standards, curriculum delivery, technology and student support programs and directs the New Teacher Support Program (Induction, Intern, Pre-Intern).
10. Supervises the preparation of materials and information for interpreting the educational program to the public.
11. Supervises the standardized testing and program evaluation.
12. Directs District committees as appropriate.
13. Keeps abreast of current educational thought/practices and legislation; Set up standard work on best practices and updates district personnel on State, Federal, and Local policies affecting school programs leading to Continuous Improvement.

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14. Prepares a wide variety of complex written materials (e.g. plans, budgets, funding requests, investigative reports, analyses, recommendations, procedures, etc.) for the purpose of documenting activities and issues, meeting compliance requirements,
15. Assists the Superintendent in communicating the District's program to the community.
16. Recommends and assists the Superintendent in recruitment of instructional personnel.
17. Performs other duties as reasonably related and/or assigned and assists the Superintendent in other areas at the discretion of the Superintendent.

Qualifications:

Minimum Qualifications:

- Minimum of five (5) years of teaching experience and three (3) years of successful educational administrative experience at or above the principalship level
- Experience in leadership role at the District level preferred
- Knowledge of curriculum and instruction
- Knowledge of State and Federal programs
- Experience in professional development, training, coaching and facilitation in support of teachers
- Resourcefulness necessary in obtaining the services of appropriate educational consultants
- Ability to collect, analyze, and interpret test data
- Ability to evaluate program effectiveness.

Education /Licenses Required:

- Master's Degree in Educational Administration or Curriculum & Instruction
- Valid Administrative Services Credential authorizing service in K-12
- Valid California Teacher Credential with English Learner authorization
- Valid California driver's license

Language Skills:

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to effectively present information in one-on one and small group situations to students, co-workers, parents and other employees of the organization.
- Knowledge of rules governing correct grammar, spelling and punctuation. Bilingual ability may be required.
- Bilingual (Spanish) preferred

Mathematical Skills

- Ability to solve practical problems and deal with a variety of concrete variables in situations where creative problem solving is required.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Personal Qualities:

- Must be neat in appearance and grooming
- Ability to maintain excellent interpersonal relations with staff, parents and other community members and organizations.
- Ability to establish rapport, build relationships, and work collaboratively with all constituents of the Imperial community

PHYSICAL DEMANDS AND WORKING CONDITIONS

Environment

- Indoor/outdoor environment.
- May require driving a vehicle.
- In-district travel and occasional out of district travel
- Occasional exposure to noise, smoke, fumes, gases.
- Noise level in the work environment is usually moderate
- Frequent prolonged and irregular hours

Physical Demands

- Dexterity of hands and fingers to operate a computer keyboard and other office equipment.
- Sitting for extended periods of time.
- Frequent standing, and walking.
- Continuous hand-eye coordination, use of hands and fingers and manipulation of large and small objects
- Occasional lifting of objects with a strength factor of light work.
- Verbal, auditory, and written capabilities to effectively communicate in an articulate manner in order to exchange information in person, in writing or on the telephone
- Occasional bending, reaching, and stretching overhead, above shoulders, and horizontally
- Occasional pushing, pulling, dragging, kneeling, crouching and squatting.
- Rare instances of climbing and balancing
- Clarity of vision at close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus

APPROVED: 7/30/24