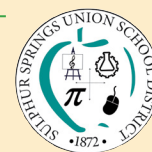




Sulphur Springs Union School District

Serving Grades - K – 6



27000 Weyerhaeuser Way, Santa Clarita, CA 91351 661-252-5131 www.sssd.k12.ca.us

Canyon Springs Community School
Leona Cox Community School
Pinetree Community School

Fair Oaks Ranch Community School
Mint Canyon Community School
Sulphur Springs Community School

Golden Oak Community School
Mitchell Community School
Valley View Community School

Director of Curriculum and Instruction

Definition

Serve as Director of Curriculum and Instruction under the direction of the Assistant Superintendent of Instructional Services; to plan, organize, direct and administer staff development for district staff; oversee the usage and implementation of instruction and curriculum through technology; and be responsible for State and Federal program budgets, fiscal integrity and compliance regulations while providing assistance to schools in planning and implementing categorical programs, grants, monitor budgets and programs for compliance and fiscal integrity.

Major Duties and Responsibilities

This person will be directly responsible to the Assistant Superintendent, Instructional Services:

- Assists the staff in interpreting local, state and federal specially funded program guidelines and insure that district and school level plans and applications are properly developed, written and implemented.
- Gathers required data, prepares accurate reports, evaluate and monitors program compliance, as set forth in federal, state and local Special Program guidelines including SARC, FPM, CAIS, CARS, Title I, Title I Program Improvement, Consolidated Application, and SPSA..
- Informs, interprets, and recommends to the Superintendent and Board of Trustees the effects of current and pending federal or state legislation as related to Special Programs.
- Plans and oversees all aspects of the GATE program including, District GATE committee, IPC Meetings, Parent Nights, Staff Training, and GATE projects.
- Coordinates the planning and implementation of State and Federal Programs, including but not limited to Title I, Title II, Title III, Title IV, and Title V, and all applications and reports.
- Coordinates, schedules, and facilitates the activities of mandated advisory committees at district and site level.
- Plan and oversee Academic Academies, ASES, State Preschool Program while assisting with operations, program planning, and presenting Board reports.
- Function as a resource for staff development in all curriculum areas including Common Core State Standards, student technology standards, and instructional technology for all staff.
- Assists in grant writing efforts.
- Plans, facilitates, and organizes the Annual District Conference.
- Participates in periodic review of various Board policies and administrative procedures and assists with the development of recommended revisions.
- Oversees, plans, and implements the Technology Professional Development Plan including support for instructional technology purchases for the learning environment, the use of videos for Professional Development, Safari Montage, technology based curriculum, Common Core State Standards connections, and Special Education implementation of instructional technology.
- Implements rubrics and the matrix process to drive professional development needed in all areas of curriculum including Common Core State Standards and instructional technology teaching strategies.
- Supports ongoing district assessments through, District Common Assessments, Online SMARTER Balanced Assessment Consortium, Professional Development Tuesday planning, Aeries Analytics, Grade Books, Report Cards, and Intel Assess Item Test Bank.
- Perform other duties as assigned.

Supervision Exercised or Received

Under the immediate supervision of the Assistant Superintendent, Instructional Services.

Employment Standards

This classification is an executive cabinet-level position. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Qualifications

- Five years experience in a responsible public education administrative or supervisory position, including experience in personnel management, employer/employee relations, or similar fields
- Equivalent to completion of a Master of Arts or higher degree from an accredited college or university in educational administration, personnel administration, industrial relation, or other closely related areas.
- Knowledge of Federal, State, and local laws, rules and regulations pertaining to public education
- Valid and appropriate Professional Administrative Services Credential
- Valid California Driver's License

Desirable Qualifications

Ability to:

- Analyze problems and arrive at alternative solutions and recommend a course of action in a timely decisive manner
- Communicate effectively in oral and written form
- Establish and maintain cooperative working relationships

Knowledge of:

- Principles, methods, strategies and techniques for a comprehensive human personnel management program
- Organization, management and supervision strategies methods and techniques
- Research and development techniques, strategies and procedures
- Thorough knowledge of education mandates, laws, and regulations

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Body Movement

Regular activities: stand and sit for long periods of time; use hands and fingers to operate electronic keyboard or other office machines; reach with hands and arms; speak clearly and distinctly to answer telephones and to provide information; and

hear to understand voices over the telephone and in person.

- **Lifting Requirements**

Employee assigned to this position must be able to lift or carry objects weighing 30 pounds with the ability to move or push objects weighing up to 50 pounds.

- **Vision Requirements**

Ability to see clearly at 20 inches or less; adjust the eye to bring the object into sharp focus.

Work Environment

The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Positive Environment**

Work is usually performed in a district office environment.

- **Exposures, Risks and Hazards**

While performing the duties of this classification, the employee occasionally is exposed to the normal risks of installing computer-related equipment.

The Sulphur Springs Union School District is an equal opportunity employer and does not discriminate on the basis of age, ethnicity, race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, or sexual orientation.

Adopted by the Board: August 12, 2015