
Position:	Administrator, Professional Development & Curriculum Innovations	FLSA:	Exempt
Department/Site:	Curriculum Services & Innovations	Salary Grade:	Contracted
Reports to/Evaluated by:	Assistant Superintendent, Curriculum Services & Innovations	Salary Schedule:	Admin. Management

SUMMARY

Assist the Assistant Superintendent, Curriculum Services & Innovations in providing leadership for the development and continuous improvement of quality educational programs resulting in improved student achievement.

DISTINGUISHING CAREER FEATURES

This is a management level position, which supervises the following areas:

- Coordinator, Instructional Resources & Library Services
- BTSA & Curriculum Initiative Facilitators
- 504 Coordinator

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Directs and coordinates the design, development, implementation and continuous improvement of the K-12 curriculum for language arts, English learners, mathematics, science, social studies, wellness, physical education, foreign language and career education.
- Directs and coordinates the efforts of the Teacher(s) on Special Assignment for the staff development/curriculum initiatives.
- Supervises and coordinates District library services, including the coordination of library technicians and District library inventories.
- Plans, supervises, and coordinates District committees for the development and continuous improvement of K-12 curriculum.
- Coordinates the articulated implementation of curricular and instructional strategies in support of high school graduation requirements.
- Plans, supervises, and coordinates District committees for the development and continuous improvement of formative assessments.
- Supervises and coordinates teacher induction programs including: BTSA, PAR, and student teacher training.
- Plans, supervises, and coordinates professional learning for District stakeholders, administrators, certificated staff, parents and community.
- Plans, supervises, and coordinates District committees for the development and continuous improvement of professional learning.
- Works cooperatively with the School Leadership Division, and Administrator of Assessment and Accountability to coordinate and articulate the development, implementation and continuous improvement of the written taught and tested curriculum.

- Coordinates the piloting, evaluation and selection of textbook adoptions.
- Responsible for the coordination of community involvement including the development of appropriate District advisory committees related to curriculum development and textbook adoption.
- Coordinates the development and implementation of the Secondary Course Description Booklet.
- Works collegially with the administrative leadership of the Instructional Division to coordinate, articulate, and monitor the achievement of District, site and programmatic goals.
- Keeps informed of the latest curricular and instructional trends and developments by attending conferences and workshops; actively participates in professional organizations.
- Develops and monitors budgets for programs supervised.
- Works cooperatively with the Associate Superintendent, Human Resources in the preparation of recommendations for selection, assignment, and transfer of all departmental personnel.
- Directs the design development and implementation of research-based programs of formative assessment, intervention, and remediation.
- Directs the design development and implementation of K -12 programs for Title I students, supporting their mastery of grade level standards in ELA and math.
- Directs the design development and implementation of services for K -12 English Language Learners.
- Directs the design development and implementation of services for 504 Program students.
- Performs other duties as assigned by the Assistant Superintendent, Curriculum Services & Innovations, Deputy Superintendent, School Leadership; and Superintendent.

QUALIFICATIONS

Minimum Qualifications:

California Administrative Services Credential; a Master's degree; and three years classroom experience.

Desirable Qualifications:

An earned Doctorate degree.