



## DEFINITION

Under the direction of the Assistant Superintendent of Educational Services, plan, organize, and direct the implementation of the overall program in alignment with state curriculum frameworks, Educational Code, direction of the Superintendent consistent with District goals and priorities.

## REPRESENTATIVE DUTIES

Implements development and revision of subject disciplines in accordance with the district's curriculum cycle: ensures the alignment of all materials and courses to state and content standards; directs overall coordination of course of study revisions, departmental meetings, selection and purchase of instruction materials, media and equipment; assists in updating programs related to all areas of instructional materials.

Revises, develops, and directs the implementation of all courses of study and instructional strategies; provides leadership and guidance for the implementation of Common Core State Standards, and other major district educational initiatives; directs the communication and interpretation of current research and educational technology in curriculum as it applies to the school program; reviews and directs the process for updating graduation requirements.

Directs the duties and services of the school administrators, educational technology, library technicians, and the library/media program; assists in the district's staff development program in conjunction with curriculum development and the needs of the staff; prepares and controls budgets for assigned program and departments.

Attend professional growth workshops and conferences to enhance personal leadership skills; support best instructional practices; investigates current and educational research and practices through conferences, journals and professional works; establish professional goals and work with colleagues to improve professional practice.

## OTHER RESPONSIBILITIES

- Maintain a positive working relationship with parents and community members
- Address complaints and resolves problems
- Work in collaboration with various stake holder within the school setting
- Perform other related duties as assigned

## KNOWLEDGE OF

- State and local curriculum requirements
- Board and District goal, policies, procedures and regulation
- Curriculum and instructional trainings
- Employee contracts
- Budget control and preparation
- Computer software applications
- Principles and practices of administration, supervision, and training

## ABILITY TO

- Plan, organize supervise, direct, and monitor Distract, state, and federal legislations to support district goals, objectives, and policies

- Organize, direct, evaluate, and supervise teachers, and classified staff
- Participate in formulating District policies and procedures
- Maintain responsive and attentive relationships with students, staff members, and parents
- Be an effective liaison between the school and community
- Plan and organize work; meet schedules and time lines
- Maintain acceptable standards of physical health, energy, and emotional adjustment to the job environment
- Analyze data and work with staff on site improvement activities designed to enhance the learning of all students
- Interpret and apply District policies, procedures, laws, rules, and regulation using good judgement in a variety of situations

#### MINIMUM QUALIFICATIONS

- Demonstrated leadership and organizational skills
- Five (5) years successful teaching and other site administrative experiences
- Master's Degree of higher from a an accredited institution of higher learning
- Valid California Administrative Services Credential
- Valid California Driver's License and vehicle insurance

#### EMPLOYMENT REQUIREMENTS

- Current and valid Tuberculosis (TB) clearance
- Fingerprint clearance for school personnel
- Appearance, grooming, and personality which establish a desirable example for students

#### PHYSICAL STANDARDS AND WORKING CONDITIONS

*The physical and mental demands described below are representative of those that must be met by employees to successfully perform the essential functions of this position. The information is not an exhaustive list of duties performed, additional duties may be assigned. These physical standards are generic in nature and tasks may vary. Reasonable accommodations may be made to enable individuals with differing abilities to perform the essential functions.*

#### PHYSICAL DEMANDS

While performing the duties of this position, the employee may have to remain in a stationary position for extended periods of time as well as move or traverse throughout a classroom, school grounds and play yard. Dependent on the event or day, the employee will position self appropriately to complete multiple tasks, occasionally transport items of varying sizes or shapes up to 50 pounds, across and/or around a classroom or play yard. Positioning self physically to assist students is also required. Employee will operate office and classroom equipment such as computers, projectors, calculator, and other classroom and office productivity machinery. The ability to communicate and exchange accurate information and ideas so other will understand in a noisy environment and locate the source of a sound is crucial. The ability to observe details and inspect a variety of materials as well as monitor student activities is also required.

#### MENTAL DEMANDS

While performing the duties of this position, the employee may be regularly be required to communicate, interpret data, inspect information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; use math and mathematical reasoning; perform highly detailed work; work on multiple and concurrent tasks; work with frequent interruptions; work under intensive deadline; and interact with District and program personnel, school administrators, managers, staff, vendors, the public and others encountered in the course of work. This position may require immediate response in the event of emergencies or disaster and the ability to work well under stressful circumstances.

#### WORK ENVIRONMENT

The employee will work under typical office conditions and the noise level is usually quiet or moderately quiet. The employee may work in the classroom environment where noise may be moderately higher. The employee frequently drives to District sites, professional development workshops, and other locations as needed.

#### SALARY RANGE

Appropriate placement on the Certificated Management and Supervisory Salary Schedule

#### PERIOD OF SERVICE

Work calendar as adopted by the Board of Trustees