

## **CENTER UNIFIED SCHOOL DISTRICT**

**JOB TITLE:** Director/ Curriculum and Instruction and Special Education

### **DESCRIPTION OF BASIC RESPONSIBILITIES**

To plan, organize, and direct the District's instructional/curriculum and special education activities; to review, monitor, and direct the development and implementation of categorical programs; and to review, monitor, and direct staff development activities.

**SUPERVISOR:** Superintendent

### **TYPICAL DUTIES**

#### **CURRICULUM AND INSTRUCTION SERVICES:**

1. Evaluate existing curriculum; recommend initiation or modification of instructional programs; and develop long range plans for curriculum enhancement.
2. Establish procedures and design programs specifically for curriculum development and related instructional support services.
3. Provide positive leadership in creating opportunities to promote academic improvement of students.
4. Implement curriculum and instructional activities consistent with the assessment of required federal, state, and District programs.
5. Implement curriculum and instructional activities consistent with Student testing, textbooks, and instructional materials.
6. Develop and prepare annual budget for Curriculum and Instruction Department, analyze and review budgetary and financial data, monitor and authorize expenditures in accordance with established guidelines.
7. Supervise and evaluate the performance of assigned staff.
8. Conduct and attend meetings, resolve ad-hoc problems, provide directives and guidance for staff and the public.

9. Direct preparation and maintenance of a variety of narrative and statistical reports, records and files.
10. Serve as a member of the Superintendent's Cabinet and as a representative of the Superintendent as necessary.
11. Attend Board meetings and advise as to requirements and responsibilities of the District.
12. Perform other duties as assigned by the Superintendent as well as other duties related to the above as required.

**STATE AND FEDERAL PROGRAMS:**

1. Develop and implement all categorical funded programs.
2. Prepare applications, reports, and documents for submission to local, state and federal agencies.
3. Prepare categorical budgets and work with Business Office in maintaining financial records and monitoring program budgets.
4. Conduct District meetings to ensure that categorical activities are coordinated with sites as needed.
5. Attend state and county level meetings to obtain information and disseminate to staff as needed.
6. Serve as a resource to District's school site councils and advisory committees.
7. Facilitate implementation of Program Reviews and Compliance Reviews.

**SPECIAL EDUCATION:**

1. Monitor laws and regulations pertaining to special education and develop written policies and procedures to follow legal requirements.
2. Supervise the identification, evaluation and placement of students referred for special education.
3. Organize and direct District special education programs.
4. Supervise designated instructional services for special education programs.

5. Supervise the evaluation of student progress through coordinating academic, health, language and psychological testing.
6. Supervise implementation of all Individual Education Plans (IEPs).
7. Supervise and evaluate special education staff in conjunction with site principals.
8. Oversee training of staff as related to special education.
9. Conduct due process hearings.
10. Represent District in special education programs with public and private organizations and agencies including County Office of education and local SELPA.

**STAFF DEVELOPMENT:**

1. Supervise the planning, organization, coordination and/or conduct training and inservice programs for District certificated and/or classified staff.
2. Conduct annual staff development needs assessment; direct necessary follow-up activities.
3. Supervise, develop and prepare new teacher assistance programs.
4. Implement quality, long range, and comprehensive staff development programs to support the curriculum and instructional strategies.

**PUBLIC RELATIONS:**

1. Prepare and disseminate District news to the Board of Trustees, staff, parents and the *Antelope Neighborhood News*.
2. Analyze student achievement data and provide reports to sites.
3. Performs other related duties similar to the above as required.

## **EMPLOYMENT STANDARDS**

### Knowledge of:

- Current curriculum and instructional practices;
- School site management and practices, supervision, development, and training;
- Educational programs, curriculum and instruction and learning of students K-I 2;
- Trends affecting curriculum areas and instructional practices;
- Budget preparation and control;
- Oral and written communication skills;
- Principles and practices of management;
- Applicable laws, codes, regulations, policies and procedures.
- District organization, operations, policies and objectives;
- Modern office management and procedures.

### Ability to:

- Plan, organize, control and direct the functions of assigned responsibilities;
- Coordinate and work with professional staff, parents, and community groups;
- Assess District effectiveness in instructional programs;
- Coordinate the assessment of the instructional needs of District students;
- Develop, interpret and monitor division and program budgets and evaluate and compare costs associated with the delivery of instruction;
- Interpret, apply and explain rules, regulations, policies and procedures;
- Implement management strategies based on evaluation data;
- Exercise judgement and discretion in interpreting and applying policies and procedures;
- Coordinate the completion of a number of tasks simultaneously in order to meet internal and external deadlines;
- Analyze situations accurately and adopt an effective course of action;
- Meet schedules and time lines;
- Work independently with little direction;
- Plan and organize work;

- Prepare comprehensive narrative and statistical reports;
- Supervise and evaluate the performance of assigned staff;
- Operate and use District business systems and equipment;
- Meet and maintain physical requirements necessary to perform assigned job duties in a safe and effective manner;
- Establish and maintain effective working relationships with the staff and the public;
- Communicate effectively both orally and in writing.

### **SPECIAL LICENSES, CERTIFICATES AND CLEARANCES**

- Valid and appropriate California Teaching Credential;
- Valid and appropriate California School Administrative Credential;
- Valid California state drivers license;
- Drug test clearance;
- TB test clearance;
- Criminal Justice fingerprint process clearance.

### **EDUCATION AND EXPERIENCE**

Any combination of education and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

#### **Education**

Possession of a Master's degree from an accredited college or university in education, public administration, or a related field.

#### **Experience**

At least five (5) years teaching experience PLUS at least three (3) years of increasingly responsible educational management experience.

## **TYPICAL PHYSICAL CHARACTERISTICS**

- Sufficient vision to monitor a variety of activities and read various documents;
- Sufficient hearing for normal telephone conversations;
- Sufficient dexterity to write, operate telephone and business machines;
- Ability to speak in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and in addressing groups;
- Sitting or standing for extended periods of time;
- Physical, mental and emotional stamina to endure long hours under sometimes stressful conditions.