



## **DIRECTOR II - CURRICULUM, INSTRUCTION AND ACCOUNTABILITY (CIA)**

### Certificated Job Description

#### **IMMEDIATE SUPERVISOR:**

Administrator of Professional Learning and Student Support

#### **ESSENTIAL FUNCTIONS:**

1. Manage and supervise all aspects of the operations of the Department of CIA.
2. Provide county-wide leadership regarding all issues related to curriculum, instruction and accountability, including local, state, and federal requirements and guidance.
3. Provide county-wide leadership in the establishment, implementation, and evaluation of standards based instructional programs to ensure high levels of student learning, including data driven decision making.
4. Examine county and district data on a continual basis to discover trends and to determine and provide targeted professional learning.
5. Create and sustain structures that promote collaboration between content experts.
6. Direct the preparation, promotion, and distribution of timely CIA information, a yearly professional learning calendar, and access to support services for district personnel for the purpose of implementing and evaluating instructional improvement policies, procedures and practices.
7. Interpret and communicate state and federal requirements and guidelines to internal staff, district and site administrators, instructional personnel, school boards, parents, and community members.
8. Coordinate, conduct and evaluate professional learning programs for educational administrators, teachers and instructional support personnel, including workshops, institutes and technology-based training opportunities.
9. Prepare and deliver written reports and oral presentations relative to curriculum, instruction and accountability matters.
10. Plan and implement professional growth opportunities for department staff to ensure that they are knowledgeable about current research and best practices in the fields of curriculum, instruction and accountability.
11. Prepare budgets, reports, contracts, and agreements for service.
12. Represent the county office at professional meetings.
13. Collaborate with professional and community committees, work groups, organizations, institutions, and other agencies at the local, state and national level to promote the

implementation and evaluation of highly effective educational programs and practices in education.

14. Perform other duties as assigned.

**MINIMUM QUALIFICATIONS:**

A. Personal Qualifications:

1. Knowledge of and the ability to stay abreast of current trends, innovations and effectively communicate knowledge of and willingness to stay abreast of current trends, innovations and practices in elementary and secondary education.
2. Ability to provide leadership in committees, workshops and various types of group meetings.
3. Ability to articulate ideas and information effectively to others.
4. Ability to effectively communicate appropriate information to peers, staff members and the public.
5. Interpersonal skills and abilities necessary to work and communicate with people and groups effectively and cooperatively.
6. Skills to manage the work, set priorities, and evaluate progress toward outcomes.
7. Must possess a private vehicle, valid California driver's license and carry current automobile insurance with at least minimum coverage for public liability and property damage.
8. Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

B. Professional Qualifications:

1. Knowledge of principles, practices and methods of developing and delivering services, programs and functions of the Department of CIA.
2. Knowledge of the California State Standards, including Common Core State Standards, the English Language Development Standards, Next Generation Science Standards and the California state assessment system.
3. Knowledge of federal and state accountability systems.
4. Ability to analyze and evaluate instructional programs, including the effective use of student performance data.
5. Possession of a broad repertoire of pedagogical skills.
6. Ability to analyze data and situations, make recommendations and solve problems effectively and efficiently.
7. Ability to structure, organize, direct the department's diverse activities and to evaluate department staff.

8. Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

**TRAINING AND/OR CREDENTIALS:**

A. Education:

1. Administrative Services Credential required.
2. Master's or doctorate degree from an accredited college or university required.

B. Experience:

1. Successful experience as a classroom teacher.
2. Successful administrative experience.
3. Successful experience in developing, implementing and evaluating instructional programs.

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