

# Sweetwater Union High School District

## EXECUTIVE DIRECTOR OF CURRICULUM AND INSTRUCTION

### **Purpose Statement**

The job of Executive Director of Curriculum & Instruction is done for the purpose/s of planning, aligning, developing, implementing, directing, and evaluating the district's curriculum and instruction programs; providing leadership and supervision to various curriculum/instruction support departments; and managing the instructional support functions for the district's schools; providing information and recommendations to the Superintendent, staff and/or public; providing administrative and technical staff assistance to the superintendent; and addressing a wide variety of administrative processes, within the context of the District's Strategic Plan.

### **Essential Functions**

- Supervises and evaluates the district office curriculum/instructional support departments, Language Acquisition/State and Federal Programs, including Categorical Programs; Educational Technology and Data; Professional Development; and Visual and Performing Arts, based upon implementation of Board goals, district initiatives, and superintendent's direction.
- Provides leadership, direction, and support for the curriculum/instructional support departments to ensure programs approved by the board of trustees are fully and appropriately implemented in all schools.
- Works collaboratively with other executive directors to ensure effective coordination, support, and utilization of all programs allocated to sites. Plans, directs and coordinates with other executive directors comprehensive articulation between programs and between school levels.
- Directs and supports the improvement of curriculum through the continuing evaluation and revision of courses of study; the development of new courses of study, and the adoption of instructional materials.
- Revisits curriculum and academic approaches to seek out new and improved methods to positively influence the learning environment for students and decrease the drop out rate.
- Directs, coordinates, implements, and evaluates district instructional programs in accordance with state and federal laws, district regulations and other specially funded program requirements.
- Provides administrative direction and coordination in the achievement of district goals with the following departments: Language Acquisition/State and Federal Programs, including Categorical Programs; Educational Technology and Data; Professional Development; and Visual and Performing Arts.
- Implements the superintendent's initiatives regarding curricular and instructional goals and objectives for the district; provides continuous evaluation of progress toward achievement of these goals and objectives.
- Monitors assigned programs and related financial activity for the purpose of ensuring that performance objectives are met, allocations are accurate, revenues and expenses are within budget and/or operational practices are followed.
- Recommends goals and objectives; assists in the development of policies and procedures; administers policies and procedures related to responsibilities.
- Revises and keeps current all curriculum and instruction related board policies and regulations.
- Provides overall leadership and coordination of program improvement and WASC Accreditation programs.
- Responds to a variety of complaints, questions, and requests for information about district-wide programs, and procedures; participates on a variety of boards and commissions; attends and participates in professional groups and committees.
- Performs a variety of personnel functions (e.g. interviewing, hiring, evaluating, training, staffing, scheduling, supervising, etc.) for the purpose of providing efficient departmental operations throughout the District.

- Coordinates activities within assigned responsibilities with those of other departments and outside agencies and organizations; provides staff assistance to others as needed.
- Collects, analyzes, and presents complex technical data; identifies potential problems and evaluates alternative solutions; prepares sound recommendations.
- Keeps abreast of current and proposed laws and trends related to assigned responsibilities; reviews and proposes legislation affecting school business management in areas of responsibility.

**Other Functions**

- Performs other related duties, as assigned, for the purpose of ensuring an efficient and effective work environment.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, highly complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: leadership and organization; analyze and interpret data; planning and managing projects; operating standard office equipment; and preparing and maintaining accurate records.

KNOWLEDGE is required to oversee departmental budget, including calculations using fractions, percents, and/or ratios; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: principles and practices of educational administrative program development, administration and evaluation; programs/services typical to a large secondary school district; principles and practices of organization, administration and personnel management in a public secondary school district; general school district policies, rules, and regulations; budget administration; relevant local, state and federal regulations; principles of labor relations; and stages of student development.

ABILITY is required to organize a significant number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize job-related equipment. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is limited to moderate. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; and working with detailed information/data.

**Responsibility**

Responsibilities include: working independently under broad organizational policies to achieve organizational objectives; managing major organizational components; and determining the use of funds. Utilization of significant resources from other work units is sometimes required to perform the job's functions. There is great opportunity to significantly impact the Organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. The job is performed under a generally hazard free environment.

**Education/Experience**

Master's degree from an accredited college or university. Five years of increasingly responsible educational administration experience. Secondary school site principal and district office division/department experience is highly desirable.

**Required Testing**

None Specified

**Certificates**

California Teaching Credential  
California Administrative Services Credential

**Continuing Educ./Training**

None Specified

**Clearances**

Pre-Placement Physical Exam; TB Clearance; and  
Criminal Justice Fingerprint/Background  
Clearance

*Sweetwater Union High School District programs and activities shall be free from discrimination based on gender, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics. SUHSD Board Policy #0410.*

*Management Job Description  
Adopted by BOT 8/03/09*