



Oakley Union Elementary School District

POSITION DESCRIPTION

Job Title:	Director of Curriculum and Instruction	Work Year:	215	Reports to:	Superintendent or Designee
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Primary Function

The **Curriculum & Instruction Administrator** provides leadership in the development, implementation, and evaluation of the district's **curriculum, instruction, and assessment** programs to support high-quality teaching and student learning.

Essential Job Functions:

- ❖ Lead the development and refinement of Preschool-8th grade curriculum, ensuring alignment with California State Standards and evidence-based instructional practices.
- ❖ Oversee articulation between grade levels to ensure a seamless learning progression and smooth transitions between elementary and middle school.
- ❖ Ensure articulation between grade levels and departments as well as between elementary district and high school district.
- ❖ Coordinate, direct and supervise work of TOSA's and other related personnel.
- ❖ Direct a district-wide system of assessing student progress towards standards and benchmarks that uses classroom assessment, on-demand assessment, and standardized testing. Establish district wide grade level performance standards on targeted assessments, timelines for administration, data collection and reporting results.
- ❖ Supervise the selection, acquisition, and duplication of instructional materials in alignment with standards and benchmarks and in compliance with state guidelines and funding.
- ❖ Develop and utilize leadership at sites to maintain focus on student learning and achievement as related to standards and benchmarks.
- ❖ Develop communication strategies that include parent information for grade level standards and benchmarks, interventions, and parent conference tools used to report student progress.
- ❖ Develop and coordinate the District's professional development programs/learning in collaboration with other departments.
- ❖ Plan and oversee professional development programs focused on curriculum implementation, instructional best practices, and student engagement strategies.
- ❖ Collaboration and alignment of teaching and learning across departments in relation to CI.
- ❖ Serve as District liaison on curriculum and instruction at the county and state level.
- ❖ Manage all state and federal categorical programs, ensuring compliance, program quality and budget containment.
- ❖ Coordinate and supervise the preparation and filing of state reports, audits and other documents.
- ❖ Develop, implement, write, and report on the LCAP, SPSA's and SARC's.
- ❖ Manage and coordinate library and instructional media services.
- ❖ Supervise the preparation and filing of state reports and documents.
- ❖ Evaluate, manage, direct, supervise assigned staff.
- ❖ Supervise or manage additional programs or projects as assigned by supervisor.

Board Approval: _____

Salary Schedule B

Education and Experience:

Experience with professional development, coaching and facilitation in support of all students using culturally relevant practices. Prior satisfactory job performance or evaluation.

Master's degree preferred in Curriculum & Instruction, Educational Leadership, or a related field.

Minimum five years of successful teaching experience, with demonstrated expertise in curriculum design and instructional coaching.

Deep knowledge of California Common Core State Standards, instructional frameworks, and best practices in teaching and learning.

Licenses, Certifications:

Criminal Justice Fingerprint Clearance, Appropriate Administrative Services Credential, and a Valid Driver's License.

ADA Requirements:

Must have the ability to sit, stand, walk, lift objects weighing approximately 20 lbs. (i.e. binders, books, files) push, pull, drag, and grasp objects.