

# Crane Elementary School District 13

## Director of Curriculum and Instruction (12962)

### JOB POSTING

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#### Job Details

Title	Director of Curriculum and Instruction
Posting ID	12962
Description	

## SUMMARY

Under general supervision, ensures all aspects of the district are conducive to strong academic achievement by students; oversee all school principals and assistant principals, federal programs director, director of curriculum and instruction, and director of special education.

**SUPERVISES:** District Coordinators, Professional Development Coaches, and any District Office assigned personnel.

**ESSENTIAL FUNCTIONS** -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Plans, organizes and directs the program for instruction and curriculum of the school district in coordination with the superintendent, principals, directors, department/subject area coordinators, and district-wide committees.
- Coordinates strategic and long-range planning for the systemic renewal of the curriculum and the improvement of instruction.
- Oversees the development, dissemination, implementation, and evaluation of curriculum and instructional programs.
- Develops the systemic process and procedures for ensuring horizontal and vertical coordination of the curriculum.
- Keeps abreast of research and developments in curriculum and instruction and promotes collaboration and active participation with educational leaders.
- Establishes and maintains procedures for the selection, adoption and evaluation of instructional materials.
- Responsible for analyzing and interpreting academic standards and assessment data.
- Monitors and ensures compliance with federal, state, and Department of Education standards and legislated mandates.
- To provide professional growth training opportunities for all employees so that all staff are able to provide an optimum learning environment for student achievement.
- Coordinates and oversees orientation/induction program for new staff.
- Organizes and facilitates workshops for administrative, certified, and classified employees to provide for continuing professional growth.
- Plan, develop, implement, direct, review and evaluate the programs and activities related to instructional and information technology under the general direction of the Superintendent.
- Implement programs and activities that include the use of technology to improve staff productivity and student learning; use of technology to maintain data and meet reporting requirements; coordination of purchase, installation, repair and use of electronic equipment; coordination of staff training to optimize technology use.
- Oversee integration of the technology systems into the instructional program.
- Recommends for hire and supervises district coordinators, and staff development personnel.
- Performs other related duties as assigned.

## MINIMUM QUALIFICATIONS

### Education, Training, and Experience Guidelines

Masters degree in administration or curriculum or equivalent required. Minimum of three years' successful experience as a building level administrator or equivalent. Three years of teaching experience required.

#### Knowledge of:

- State and Federal laws, statutes, and regulations pertaining to education.
- District policies, practices, and procedures.
- Curriculum development, supervision, and assessment
- Technology Integration in the classroom

#### Skill in:

- Providing effective supervision and leadership to assigned staff.
- Establishing and maintaining collaborative working relationships.
- Developing strategic long-term and short-term plans.
- Communicating effectively verbally and in writing.
- Motivates employees to use innovative approaches.

#### LICENSE AND CERTIFICATION REQUIREMENTS

A valid State Driver's License may be required. Must possess Principal Certification from the Arizona Department of Education.

## PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed throughout the district and in a standard office environment.

First Review of Applications: May 19, 2017

*Shift Type*

**Full-Time**

*Salary Range*

**\$77,306.00 / Per Year**

*Location*

**District Office**

#### **Applications Accepted**

*Start Date*

**05/09/2017**