

**CHICO UNIFIED SCHOOL DISTRICT
DIRECTOR, CURRICULUM AND ASSESSMENT**

DEFINITION

Under professional direction, to plan, organize, manage, and direct the District's curriculum development and delivery services and programs; to plan, organize, coordinate, and manage the curriculum and instruction task force team design and development of the various components of the District's master educational plan; to plan, organize, and direct research and development processes, including educational assessment, forecasting, and evaluation processes to ensure compliance with curriculum and instruction planning processes; to assist in the planning, development, and implementation of Board policies, superintendent regulations, and the strategies for achieving District goals and objectives; and to do other related functions as directed.

DISTINGUISHING CHARACTERISTICS

This position classification requires subject matter expertise in educational programming, and curriculum and assessment strategies. Directly related administrative and leadership experience is necessary to manage the District's curriculum and assessment programs and services. The job requires the ability to analyze, develop and offer alternative problem solutions to curriculum and assessment issues and concerns. Decisions are made by the incumbent that have a critical impact on the District goals, and the organization and development of curriculum and assessment programs and services. The position classification has staff responsibility for planning, assigning, reviewing, and evaluating the service outcome of professional, technical and clerical employees. The incumbent frequently meets with teachers, support and administrative personnel, parents and community members to influence, motivate and monitor the result objectives of the curriculum and assessment master plan. This is a position classification that performs light work that involves sitting a portion of the time, but does require walking and standing for extended periods. This position requires accurate distinguishing of sound, near and far vision, depth perception, working with educational materials and objects, and providing and receiving oral information and direction.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

ESSENTIAL DUTIES

- Serves as an advisor to District personnel pertaining to the various aspects of the District's curriculum and assessment design and delivery systems.
- Provides leadership and expertise in assessing, identifying, formulating, and implementing the District's curriculum and assessment goals and objectives.
- Provides leadership in the development of processes, strategies, and feasibility planning to ensure that the necessary human and monetary resources are appropriately utilized in order to achieve the District's master educational plan results.
- Plans, organizes, develops, and implements the communication feedback systems and processes for monitoring and performing educational audits to ensure that curriculum and assessment priorities are being appropriately pursued.

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- Plans, organizes, develops, and assesses the District's progress toward the achievement of curriculum and assessment planning goals and objectives.
- Plans, organizes, and directs the District curriculum and assessment design and development programs, and the strategies and techniques for achieving optimal educational and instructional results.
- Provides leadership, support, and guidance to staff, District personnel, and members of the educational community to effect thorough and complete communication.
- Reviews, audits, observes, monitors, and assesses the performance of the curriculum and assessment unit.
- Plans, organizes, and directs research and development activities, including research and development, and the planning and forecasting of future curriculum and assessment service programs, and in the implementation of staff development and inservice training programs.
- Plans, organizes, and directs the preparation of a variety of management reports.
- Plans, organizes, and implements curriculum and assessment service budget planning guidelines and expenditure control strategies.
- Plans, develops, and conducts public and community relations programs pertaining to curriculum and assessment planning and development processes.
- Provides leadership and expertise in guiding and advising District task forces and advisory committees and groups.
- Assists in feasibility planning in determining procedures and guidelines that effectively resolve conflicts and assist in coalition building processes.
- Plans, organizes, and participates in the evaluation and selection of textbooks and instructional materials and equipment.

QUALIFICATIONS

Knowledge of:

- Principles, practices, trends, goals, and objectives of public education;
- Philosophical, educational, fiscal, and legal aspects affecting school district curriculum and instruction processes;
- Organization, management, planning, and evaluation strategies, techniques, and procedures;
- Curriculum and instruction design and delivery systems, including audit and evaluation processes that determine process effectiveness;
- Instructional program forecasting, projecting, auditing, and the managing of a variety of information and data management, storage, retrieval, and dissemination systems;
- Research and development strategies, processes, and techniques;
- Human relationships, conflict resolution strategies, and procedures, and team management building methods and techniques;
- Curriculum and assessment support programs, services and networks.

Ability to:

- Plan, organize, coordinate, and direct the District's curriculum and assessment service programs;
- Plan, organize, develop, and implement the curriculum and assessment service budget planning, and expenditure control processes and procedures;

- Demonstrate leadership qualities and utilize motivational techniques and strategies in the development of a curriculum and assessment operational mode that is cost effective and cost beneficial;
- Evaluate and analyze complex problems, issues, and concerns, and recommend appropriate alternative solutions;
- Communicate effectively in oral and written English.
- Establish and maintain cooperative organizational, public, and educational community relationships.

EXPERIENCE AND EDUCATION

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

Experience:

Five years of experience in a responsible school or District administrative position performing education management, and curriculum and assessment support services and related functions.

Education:

Completion of a Master of Arts or higher degree in educational administration, curriculum and assessment supervision, curriculum development and design, or educational technology, or a closely related field.

Certification Requirement

Possession of a valid California credential authorizing service as an elementary and secondary level administrator.

License Requirement

Possession of a valid California Motor Vehicle Operator's License.

Condition of Employment

Insurability by the District's liability insurance carrier.