
Position:	Administrator, Elementary Curriculum & Professional Development	FLSA:	Exempt
Department/Site:	Curriculum & Instructional Services	Salary Grade:	Contracted
Reports to/Evaluated by:	Associate Superintendent, Curriculum & Instruction	Salary Schedule:	Admin. Management

SUMMARY

Assist the Associate Superintendent, Curriculum and Instruction in providing leadership for the development and continuous improvement of quality educational programs resulting in improved student achievement the elementary level.

DISTINGUISHING CAREER FEATURES

This is a management level position, which supervises the following personnel:

- District Resource Teacher, Math
- District Resource Teacher, Language Arts/Induction
- District Resource Teacher, Social Science/Induction
- District Resource Teacher, English Learners

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Direct and coordinate the design, development, implementation and continuous improvement of the K-6 curriculum for language arts, English learners, mathematics, science, social studies, wellness, physical education, foreign language and career education.
- Plan, supervise and coordinate district committees for the development and continuous improvement of elementary curriculum.
- Plan, supervise and coordinate professional learning for district stakeholders, administrators, certificated staff, classified staff, parents and community.
- Plan, supervise and coordinate district committees for the development and continuous improvement of professional learning.
- Plan, supervise and coordinate district committees for the development and continuous improvement of formative assessments.
- Coordinate the articulated implementation of curricular and instructional strategies in support of high school graduation requirements.
- Supervise and coordinate teacher induction programs including: BTSA, PAR, Friant Learning Academy, and student teacher training.
- Direct and coordinate the efforts of the staff development teacher(s) on special assignment.

ESSENTIAL TYPES OF DUTIES *(continued)*

- Work cooperatively with the Administrator, Secondary Curriculum & Professional Development, and Administrator of Assessment and Accountability to coordinate and articulate the development, implementation and continuous improvement of the written, taught and tested curriculum.
- Coordinate the piloting, evaluation and selection of elementary textbook adoptions.
- Supervise and coordinate District library services including the coordination of library technicians and district library inventories.
- Develop, implement and monitor district policies and procedures associated with the evaluation, acquisition, purchasing, receiving, and processing all print and media materials for district library media centers.
- Network the District's Library Media teachers providing leadership and direction for continued program expansion.
- Work collegially with the administrative leadership of the Instructional Division to coordinate, articulate, and monitor the achievement of district, site and programmatic goals.
- Keep informed of the latest curricular and instructional trends and developments by attending conferences and workshops; actively participates in professional organizations.
- Develop and monitor budgets for programs supervised.
- Work cooperatively with the Associate Superintendent, Human Resources in the preparation of recommendations for selection, assignment, and transfer of all departmental personnel.
- Responsible for the coordination of community involvement including the development of appropriate district advisory committees related to curriculum development and textbook adoption.
- Direct the design development and implementation of research-based programs of formative assessment, interventions, and remediation.
- Direct the design development and implementation of K-6 programs for Title I students, supporting their mastery of grade level standards in ELA and math.
- Direct the design development and implementation of services for K-6 English Language Learners.

Perform other duties as assigned by the Superintendent; Associate Superintendent, Curriculum and Instruction; and Associate Superintendent, School Leadership.

QUALIFICATIONS

Education and Experience: California Administrative Services Credential; a Master's degree; and three years classroom experience.

Desirable Qualifications:

- An earned Doctorate degree.
- Administrative experience as a school site principal and/or district level administrator.

Licenses and Certificates: California Administrative Services Credential and a Master's degree.