

## **CLOVIS UNIFIED SCHOOL DISTRICT**

**Position: Assistant Director Curriculum and Instruction**

**Salary Grade: Contracted**

**Salary Schedule: Administrative Management**

**Department/Site: Curriculum and Instruction**

**Reports to/Evaluated by: Administrator of CI&A**

**FLSA: Exempt**

### **SUMMARY**

Under the direction of an assigned administrator, this position assists and supports the Directors and Administrators of Curriculum, Instruction and Accountability, and the Instructional Division in the efficient accomplishment of their duties in support of the educational needs of students.

### **DISTINGUISHING CAREER FEATURES**

This is a management support position within the Curriculum and Instruction Division. The role requires a strong background in educational programs, accountability models, and grant administration. The position works collaboratively with other departments and divisions to support the educational plans of the district. Advancement to this position typically requires experience in school administration and possession of a California Administrative Credential.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Acts as a reference for District educational programs and funding sources with respect to state and federal regulations and codes.
- Works with District and state accountability models, produces various reports, and monitors progress made within the educational programs, and adheres to annual reporting deadlines.
- Prepares and submits written plans and updates for district administration and Governing Board. Works with the Administrator of Assessment to collect and produce required data and reports to monitor actions, services, and progress of intended outcomes of grants and/or other funding sources.
- Works interdependently with other departments, divisions, and/or appointed personnel directly connected to educational plans, including budget and finance, instructional division, and school leadership division.
- Attends informational meetings specific to the design of educational programs, plans, grants or other funding sources in support of the educational needs of students.

### **QUALIFICATIONS**

- Knowledge of: District educational programs and funding sources; state and federal regulations and codes; District and state accountability models; grant writing and administration; modern office management concepts and practices, including use of computers, software programs and office equipment.

- Ability to: Maintain accurate and complete records and files; communicate effectively in verbal and written form; communicate and interact effectively with others; demonstrate tact, diplomacy, and persuasion; collaborate with team members; prepare routine records, reports and correspondence, and electronic mail messages; plan and prioritize work to meet schedules and timelines.
- Certifications, Licenses, and Special Requirements: A valid Class “C” California Driver’s License is required at the time of appointment; A California Administrative Credential is required at the time of application.
- Education and Experience: Any combination of education and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be: Five years of experience in school administration.
- Working Conditions: Standard office environment; Arm, hand, and finger dexterity to operate keyboard and other office equipment; Visual acuity to read words and numbers, speech and hearing to communicate in person or over the phone.