

CLOVIS UNIFIED SCHOOL DISTRICT**POSITION DESCRIPTION**

Position:	Dean of Curriculum and Instruction	FLSA:	Exempt
Department:	CART	Salary Grade:	Administrative Management
Reports To:	Chief Operating Officer	Pay Grade:	Administrative Management

SUMMARY

To provide leadership in the development, implementation, and coordination of CART's project-based curriculum.

ESSENTIAL TYPES OF DUTIES (Examples)

- Provides leadership in the formulation for a philosophy and objectives for the instructional program.
- Guides instructional design, development, implementation, and evaluation of an appropriate project-based curriculum and instructional services to serve all CART laboratories.
- Assists in the development and coordination of the sections of the budget that pertain to curriculum and instruction.
- Prepares and administers an instructional research plan including data collection and analysis regarding program effectiveness.
- Keeps abreast of developments in curriculum and instruction relevant to project-based, school-to-career, and other related programs, and furnishes leadership in determining their appropriateness for inclusion in the district educational program.
- Assists in the recruitment, screening, hiring, training, and assigning of instructional personnel.
- Works with the directors of elementary and secondary education and with building principals to establish appropriate prerequisite programs.
- Works with the Chief Operating Officer and other staff in organizing and coordinating articulation of the instructional program throughout the districts, and appropriate post secondary institutions.
- Directs creation of and edits for publication all curriculum guides and materials prepared by and to be distributed among the instructional staff.
- Maintains a current curriculum manual to show academic standards, industry standards, approved project-based courses, credit allowed, and any pertinent information useful to students and staff.
- Provides staff leadership to ensure understanding of and promote the educational objectives of the CART and plans and administers programs of in-service educational activities for instructional personnel.
- Evaluates and review the performance of instructional team leaders, coordinators, and supervisors.

- Observes instructors and offers insights for the enhancement of the teaching-learning situation.
- Directly supervises the work of all instructional specialists not on permanent assignment to a school building.
- Assumes responsibility for reviewing and evaluating results of assessment programs, and other evaluative measures used by the CART.
- Studies and evaluates, and, as appropriate, recommends adoption of new instructional materials, methods, and programs, and assists in budget preparation for newly approved instructional programs as related to instructional supplies, equipment, and materials.
- Assumes a leadership role in developing curriculum for any course newly mandated by the legislature or the Board.
- Coordinates all formal efforts of the professional staff in projects of curriculum improvement.
- Recommends the addition of new projects, grade placement of courses, and credit allowance for courses.
- Serves as primary spokesperson to interpret the curriculum and its philosophy to the Board, the administration, the staff, and the general public.
- Maintains liaison and active participation with educational and business and industry leaders in curriculum and instruction at state, regional, and national levels.
- Performs such other tasks and assumes such other responsibilities as may from time to time be assigned by the Chief Operating Officer.

QUALIFICATIONS

Knowledge and Skills: Business/Industry, Secondary Education, content area of instruction, school-to-career pedagogy, recent developments in learning theory, recent developments in methods of instruction, current methodologies, and education theories (such as multiple intelligences, dimensions of learning, cognitive apprenticeship). Cutting edge technology in field of specialty, demands of the world of work in specialty area.

Abilities: Work effectively in a teamed environment; Implement an instructional program in the subject matter; Diagnose and assess the needs of all students; Create alternative teaching/learning strategies; Connect content area to the world of work; Demonstrate creative and innovative thinking; Communicate effectively both orally and in writing; Analyze situations accurately and adopt effective course of action; Plan and organize work; Interpret, apply and explain rules, regulations, policies, and procedures; Work cooperatively as a member of an instructional team.

Education and Experience: Requires a Master's Degree and 3-5 years experience as a site administrator.
License(s) and/or Credential: A California Administrative Services Credential is required.