

## **Curriculum Director** - Full Time - 12-Month Employee

### **REQUIRED QUALIFICATIONS:**

- Master's degree in Curriculum, Education, and/or a related field
- Successful teaching experience
- A minimum of five (5) years of leadership experience
- Have experience with teacher coaching and evaluation and leading professional development
- Desire for rigorous professional development and coaching with a focus on continuous improvement and instructional effectiveness
- Administrative Certificate

### **DESCRIPTION:**

The Curriculum Director's primary function will be to oversee the fidelity and effectiveness of curriculum and instruction districtwide. This will include collecting, analyzing, interpreting, and presenting data as a part of a robust Multi-Tiered System of Support and including carrying out projects based on the implications of the data. Specifically, this role will be responsible for the implementation and monitoring of assessments and surveys, and the analysis of the data yielded. A secondary role of this position will be to support instructional staff in improving their instruction as well as onboarding new instructional staff.

### **Essential Duties and Responsibilities:**

- Be the day-to-day instructional leader of the school setting the vision for where the school needs to go academically, with collaboration, support, and guidance provided by the superintendent.
- Visits classrooms often to observe the learning environment and curriculum and instructional practices compliance. Use data from classroom visits to inform decisions.
- Seeks out instructional initiatives that align to LASD's strategic plan.
- Provide leadership and modeling for teachers in instructional practice, including intervention and differentiation; backwards by design unit and lesson planning processes; and data analysis cycles.
- Promotes the district instructional practices by encouraging or writing media releases to publicize excellent instructional practices.
- Prepares or coordinates the preparation of district budget for curriculum, assessments, state and federal programs, including public and private grants, and textbooks and instructional supplies, including technology-based applications for the delivery of instruction.
- Informs district decisions by collaborating with the preschool director, teacher leaders, and building principals.
- Facilitates technology integration to ensure effective use of time and resources.
- Initiates and coordinates curriculum council meetings.
- Leads and facilitates district school improvement initiatives such as District/State School Improvement reporting, Comprehensive Needs Assessment, and others.
- Ensures compliance with all related federal and state laws, rules and regulations through monitoring and compliance activities.
- Provide leadership for the school's Multi-Tiered Systems of Support (MTSS) team.
- Leads and coordinates the design and implementation of professional staff development including Professional Learning Communities (PLC's), embedded PD day offerings and ESD/ISD offerings.
- Coordinate and supervise the district's assessment programs including mandated assessments, district assessments (like NWEA), and placement screeners. Lead the process for the development of course assessments, both formative and summative.
- Lead implementation of standards-based grading, designed to ensure that grades are closely aligned with mastery of learning targets.
- Serve as co-Compliance Officer for TitleIX, Civil Rights, Anti-Harassment, and others. ■ Approves, within budget constraints, district travel and professional development for instructional staff.
- Attends student and staff activities at all schools when appropriate or needed.
- Responsible for a successful teacher mentoring program and works with building principals to facilitate robust teacher mentor/mentee programming.

- Oversees the onboarding process for new instructional staff, paraprofessionals, and substitute teachers.
- Assist the district's human resource department in the hiring and recruiting of instructional staff.
- Attends Board of Education meetings and reports regularly to the Board of Education.
- Lead academic celebrations as part of regular communications.
- Oversees the support for at-risk students and the implementation of those grant funds.
- Oversees the Student Services program, including the district's 504 and special education programs.

**REPORTS TO:** This position is supervised by the Superintendent.

**TERMS OF EMPLOYMENT:** 12-month position. Salary range is \$109,117-\$120,342.

**STARTING DATE:** July 1, 2024

**TO APPLY:** Submit a letter of interest and resume to Human Resources at [jobs@lasd.net](mailto:jobs@lasd.net).