

**ANTELOPE ELEMENTARY SCHOOL DISTRICT**  
*Position Description*

**POSITION:** Director of Curriculum and Assessment

**TERMS OF EMPLOYMENT:** Management

**REPORTS TO:** Superintendent

**MINIMUM QUALIFICATIONS:**

- Administrative Services Credential
- Three years of experience of teaching experience.
- Three years of experience as a site level administrator.
- Master's degree is desirable.

**GENERAL SUMMARY**

Under the direction of the Superintendent, the Director of Curriculum and Assessment will perform administrative duties and provide leadership with primary responsibility for the research, planning, development, implementation, and evaluation of the curriculum and assessment functions for the District's schools, and assume the responsibilities of the Superintendent in his/her absence as designated, and to perform other duties as required.

**PRINCIPLE DUTIES AND RESPONSIBILITIES**

As assessed by the Superintendent, the outcomes of the Director of Curriculum and Assessment job performance will be as follows:

- Directs, supervises and evaluates Certificated and Classified Staff as assigned.
- Prepares Board of Trustees agenda items relating to the Director's areas of responsibilities, submitting items in a timely and appropriate manner to the Superintendent for final review.
- Coordinates the development and implementation of written curriculum in all subject areas following the State and District Cycles as appropriate and/or at the direction of the Board, including:
  - Assessing student performance.
  - Preparing content and performance in all curricular areas.
  - Reviewing, textbooks and instructional materials and providing a recommendation to the Board.
- Develops and implements an on-going procedure for curriculum review.
- Establishes and implements an on-going procedure to ensure articulation across and between grade levels, including:
  - Assisting and facilitating District-wide grade level meetings.
  - Assisting site principals with school level and grade level meetings as necessary
  - Coordinating to provide for articulation of, and alignment with , Common Core Standards.

- Plans and implements professional development activities for certificated and classified staff, including:
  - Planning, developing, and implementing District staff development activities, including research-based instructional practices.
  - Evaluating staff development activities.
  - Assisting site principals and teachers in planning staff development activities at the site level.
- Assess and analyzes student and program needs, including:
  - Coordinating state level assessment programs
  - Analyzing assessment results to determine effectiveness and recommend adjustments to curricula, instruction, and programs.
  - Report assessment results, analysis and recommendations to all stakeholders.
- Assists site principals in the use of instructional technology within the areas of curriculum, instruction, assessment and professional development, including:
  - Planning the use of assessment instruments that use technology to assist in the reporting and analysis of results, including the disaggregation of subgroup achievement data.
  - Planning professional development activities for certificated staff in the effective use of technology for instruction, assessment, and classroom management.
- Makes regular reports to the Board under the guidance of the Superintendent.
- Serves as a committee member on the District Leadership Team.
- Assists in development, revision, and monitoring of the District's LEA Plan.
- Assists in the Consolidation Application and required reports.
- Assists in facilitating the District English Learner Advisory Council and other Advisory Committees.
- Provides assistance and support to principals, including:
  - Plan writing
  - Self reviews
  - Program Compliance Reviews
  - Budget Development
  - Single School Plan and School Accountability Report Card development
- Attends cabinet meetings.
- Attends staff meetings when appropriate.
- Collaborates with site principals to plan and coordinate after school and summer school academic support programs.
- Other duties as assigned.

#### PERSONAL QUALIFICATION

- Character, personality, and proper social capability to relate effectively with staff, students, and community.
- Demonstrate the ability to work with a wide variety of community groups and organizations.

**PHYSICAL REQUIREMENT**

- Ability to see for purposes of reading correspondence, documents, and other printed matter.
- Ability to hear and understand speech at normal levels and/or the telephone.
- Ability to communicate so others will be able to clearly understand a normal conversation in person, or on the telephone.

**WORKING CONDITIONS**

Office working environment is subject to sitting at a desk or conference table for long periods of time, using computer and telephone for prolonged periods of time, and reaching in all directions.

**EMPLOYMENT STANDARDS**

Physical condition and mental health necessary to maintain a rigorous work schedule. To perform this job successfully an individual must be able to perform each essential function satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.