

Chittenden Central Supervisory Union Job Description

JOB TITLE:	Executive Director of Curriculum, Instruction, and Assessment
FLSA STATUS:	Exempt
UPDATED:	April 14, 2011

POSITION OBJECTIVES: To direct and coordinate the selection, development, and evaluation of standards-based curriculum, assessment, instructional programs, and professional development opportunities of the CCSU and its affiliated school districts; to assist the superintendent in long range planning for instruction, curriculum, assessment, and professional learning; to collaboratively lead the supervisory union and its member districts in comprehensive planning for continuous improvement; to facilitate the integration of educational technology into curriculum to enhance and transform teaching and learning; to serve as liaison between the CCSU and community, interpreting activities and policies of the district and encouraging community involvement with the district; to collaboratively lead the administration of elementary, middle, and secondary transformation initiatives; and to supervise related programs including but not limited to: Title I Supplemental Programs, English Language Learners(ESL), Prevention and Wellness, The Teacher Apprenticeship Program (TAP), and the Professional Development Institute (PDI)).

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Curriculum Position Responsibilities

- Designs and coordinates the development, implementation, and evaluation of PreK-12/Technical standards-based curriculum and the progression of curricular programs (including the Program of Studies) in all academic and academic support-related areas other than Special Education.
- Keeps abreast of the literature and research on the relationship between curriculum design and implementation and student learning.
- Maintains liaison and active participation status within educational leadership organizations in curriculum at the regional, state, and national levels.
- Monitors school progress in implementing local curriculum, meeting the goals of the supervisory union and site-base action plans, and aligning outcomes with state and federal requirements. Interprets and implements all Board policies, administrative regulations, and aspects of negotiated agreements related to curriculum.
- Is knowledgeable of governmental statutes, regulations, and rules relating to curriculum administration.
- Prepares district curriculum reports that are required by law or are requested by the superintendent or associate superintendent.

Instruction and Assessment

- Coordinates the formulation of a philosophical direction, teaching and learning intentions, and outcomes for the instructional programs.
- Directs the development, implementation, and evaluation of curriculum, instructional, and assessment practices and programs.
- Develops and coordinates the sections of the budget that pertain to curriculum, instruction, and assessment
- Directs the development, implementation, and evaluation of professional learning programs (including but not limited to in-service for professional staff.
- Communicates the approved curriculum to the professional staff and provides research and embedded professional learning experiences for approved instructional materials.
- Observes teachers in the classroom with principals during Learning Walks and offers insight for the enhancement of teaching and learning using designated tools
- Directs the administration, review, and evaluation of results of school-based, district-wide, and state testing programs and other evaluative measures used.
- Oversees the design and implementation of local assessment plans.

- Coordinates the analysis of student achievement data from multiple sources for the establishment of annual and multi-year school improvement goals.
- Studies, evaluates, and recommends adoption of instructional materials, methods, programs, and related professional development plans, and assists in budget development to support these.

Grants Management

- Develops all applications for Federal and/or Grant funds including CFP, Title III, EPSDT, and Tobacco.
- Manages the budgets and expenditures for all curriculum-related revenues
- Advises interested parties of the provisions of the law as related to grants.

SUPERVISION RECEIVED: Reports to the Superintendent and Associate Superintendent.

SUPERVISORY RESPONSIBILITIES: Supervises the implementation of curriculum-related programs and services. Supervises and evaluates Educational Technology Integration Specialists, Curriculum Assistant, other professionals and support staff working in the CCSU Office of Curriculum, Instruction, and Assessment, or other personnel at the request of the CCSU Superintendents or building Principal. Trains and assigns/coordinates the professional activities of principals and teachers; advises on hiring; and supports principals in their performance appraisals of teachers when applicable.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

- **Education and Experience.** Masters Degree in Education or other appropriate discipline plus 3-5 years of relevant K-12 curriculum experience, or a combination of education and experience from which comparable knowledge and skills are acquired.
- Strong background and the ability to lead in the following areas: Differentiated instruction; formative assessment; standards-based curriculum, instruction, and assessment; supportive learning environments; technology integration; and 21st century skill development.
- **Certifications and Licenses.** Valid Vermont Professional Educator's License and Administrative Endorsement required.
- **Language Skills.** Ability to read, analyze, and interpret the complex scientific, educational, technical journals, financial reports, and legal documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to effectively present information to teachers, leadership, public groups, and school board members.
- **Mathematical Skills.** Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- **Computer Skills and Experience.** Experience and proficient computer skills in web maintenance, word processing, spreadsheet, and database programs required. Experience with Microsoft Office preferred.
- **Reasoning Ability/Mental Requirements.** Ability to define problems, collect and analyze data, establish facts, and draw valid conclusions.
- **Communication & Interpersonal Skills.** Ability to communicate courteously, efficiently and effectively with a variety of individuals, including students, faculty, administrators, parents, and representatives of outside organizations. Ability to work cooperatively and effectively with peers, subordinates, supervisors, parents, and outside agencies.

PHYSICAL EFFORT AND STRESS: While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel and talk and hear. The employee is occasionally required to reach with hands and arms; stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORKING CONDITIONS: While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually low to moderate.

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This general outline illustrates the type of work, which characterizes the Job Classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.