

# DURANGO SCHOOL DISTRICT 9-R

## JOB DESCRIPTION

**Job Title:** Director Secondary Curriculum, Instruction and Assessment  
**Job Family:** Administration  
**Department:** Curriculum, Instruction and Assessment  
**Typical Work Year:** 12 months

**Pay Grade:** Administrative Salary Schedule  
**FLSA Status:** Exempt  
**Prepared Date:** February 26, 2016

**SUMMARY:** This position reports directly to the Superintendent and is responsible for directing the processes of district-wide curriculum development, student assessment, program evaluation, and certified secondary professional development with a focus on continuous improvement and in a manner consistent with a collaborative systems approach.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The frequency and percentage of time of duties may vary based on building or department assignment.*

- Work collaboratively with the superintendent, lead stakeholder engagement in the development and implementation of standards-based curriculum. Create, lead and support implementation of standards based curriculum across all content areas. Support principals in high quality implementation of standards-based curriculum and in ensuring their staff understand the guaranteed and viable curriculum.
- Work with principals and teachers in organizing and coordinating meetings in order to effect horizontal and vertical articulation of the instructional program throughout the district.
- Provide leadership and direction to ensure equity and access for all students.
- Plan and lead the District's professional development to support curriculum, instruction and assessment at the secondary level.
- Provide leadership and direction for a system of interventions and enrichments to meet the diverse needs of learners.
- Conduct site visits to secondary schools to assess the implementation of the guaranteed and viable curriculum, and the quality of instruction.
- Facilitate the state and local assessment system at the secondary level.
- Implement systems to support post-secondary and career readiness. Develop and maintain relationships with local post-secondary institutions for concurrent enrollment opportunities.
- Interpret and communicated federal, state, and district law, policy or procedure related to instruction, curriculum, use of educational materials and required school procedures and reports.
- Lead and manage budgets for secondary curriculum, instruction, and assessment.
- Oversee the secondary Title VII Program for the district.
- Prepare and deliver reports related to program effectiveness and monitoring to the superintendent and Board of Education, including recommendations for new policies or revisions to existing policies as conditions change. Ensure District compliance with all Colorado and Federal laws and reporting requirements.
- Perform other duties as assigned.

**EDUCATION AND TRAINING:** MA in Administration/Leadership/Curriculum and Instruction required.

**EXPERIENCE:** 3-5 years of teaching experience required. 3-5 years in Educational Leadership preferred. 2 years of school level leadership experience preferred.

**CERTIFICATES, LICENSES, & REGISTRATIONS:** Valid driver’s license required. Colorado Administrator or Principal License.

**TECHNICAL SKILLS, KNOWLEDGE, & ABILITIES:**

- Demonstrated skill for developing, monitoring, and evaluating curriculum, instruction, and assessment.
- Knowledge of school law.
- Advanced knowledge of data analysis, curriculum, assessment and instruction, budgeting and accounting, special education laws and master agreement/labor regulations.
- Understanding of strategy development and implementation in a public education system.
- Knowledge of effective structures for collaboration and stakeholder engagement.
- Demonstrated skill for organizing, coordinating, supervising, and evaluating programs at both the pilot and scale level.
- Understanding and experience in the best practices for English language learners, special education students, and gifted and talented learners.
- Critical thinking and problem solving skills.
- Ability to promote and follow Board and District policies, Superintendent polices and building /department procedures.
- Ability to communicate, interact, and work effectively and cooperatively in a team setting.
- Ability to recognize the importance of safety in the work place, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Microcomputers and general office equipment
- Microsoft Office applications
- Student Information Systems

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

**Reports to:** Superintendent of Schools

**Direct Reports:** TOSAs and support staff in the CIA Department

**BUDGET AND/OR RESOURCE RESPONSIBILITY:** Responsible for development and oversight of the budget for the CIA Department including local, state and federal grant monies.

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle or feed			X	
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds		X	X	

Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze			X	
Communicate				X
Copy		X		
Coordinate			X	
Instruct			X	
Compute		X		
Synthesize			X	
Evaluate				X
Interpersonal Skills				X
Compile			X	
Negotiate			X	

WORK ENVIRONMENT:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts			X	
Work in high, precarious places		X		
Fumes or airborne particles		X		
Toxic or caustic chemicals		X		
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	