

**MANAGEMENT JOB DESCRIPTION**

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**EXECUTIVE DIRECTOR OF CURRICULUM AND  
INSTRUCTION SERVICES AND SUPPORT**

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**JOB SUMMARY:**

Under the administrative direction of the Assistant Superintendent of Innovation and Instruction, provides leadership and coordination in the planning and development of curriculum and instruction, and staff development. Plays a key role in the development of programs that will affect student achievement and teacher effectiveness. Serves as liaison to schools, providing support and utilizing media, technology, and research and evaluation tools to positively impact the achievement of all students.

**ESSENTIAL JOB FUNCTIONS:**

- Provides coaching, support, and professional development to principals, teachers, and staff.
- Coordinates staff development for school sites.
- Organizes Districtwide staff development to meet general, mandated, and target group needs.
- Facilitates curriculum adoption process.
- Facilitates report card revision process.
- Creates and revises Board Policies and Administrative Regulations that pertain to curriculum and instruction.
- Manages grants, reports, school services, and coaches.
- Ensures the funding for educational projects is purposeful and continually supports District goals and priorities.
- Serves on Peer Assistance and Review Board.
- Collaborates with the San Diego County Office of Education to comply with provisions of the Williams Settlement and offers guidance to schools on the settlement.
- Oversees Districtwide assessment and accountability systems, including monitoring of student progress.
- Oversees visual and performing arts, instructional content programs, textbook and library media services.
- Supervises assigned personnel.
- Performs other duties as assigned.

**ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:**

- **Applicable Credentials**  
Standard Elementary, Multiple Subject, CLAD, Specialist credentials (e.g. Ryan), Tier I Administrative Credential.

- **Training and Experience**

Five years of progressively responsible experience in education administration including serving as site principal. Experience in managing state programs and/or grants preferred. Evidence of highly successful teaching experience.

*Management Salary Schedule: Range C*

*BOARD APPROVED: 05/31/05*

*REVISION DATES: 08/15/06*

*07/24/07*

*07/13/16*

*10/19/22*