



Sequoia Union High School District

Job Description

JOB TITLE:	Director of Professional Development and Curriculum
REPORTS TO:	Assistant Superintendent, Educational Services
CLASSIFICATION:	Certificated Administrator
SALARY SCHEDULE:	Management/Certificated Director
WORK - YEAR / HOURS:	222 days per year
LOCATION:	District Office; Educational Services Division
BOARD APPROVAL:	June 12, 2013

DEFINITION:

In collaboration with the Assistant Superintendent of Educational services, the Director of Professional Development and Curriculum provides leadership in the planning and implementation of curriculum and professional development for certificated staff. Under the supervision of the Assistant Superintendent of Educational Services, the Director of Professional Development directs the planning, development, management, and implementation of all aspects of Professional Development programs; provides leadership to teachers in curriculum development, adoption, and alignment; directs programs related to closing the achievement gap, grants, and teacher development; evaluates assigned personnel; and performs related works as required.

DISTINGUISHING CHARACTERISTICS

- Experience with and knowledge of California Standards for the Teaching
- Experience with and knowledge of California credential requirements
- Knowledge of professional development on research-based instructional strategies
- Knowledge of Common Core State Standards
- Strong communication (written and spoken) and interpersonal skills
- Demonstrated ability to plan, prioritize and organize effectively
- Demonstrated leadership skills
- Ability to lead and work as part of a team
- Effective experience with teacher mentorship, adult learning theory, and classroom observation and feedback

EXAMPLES OF DUTIES

1. Coordinate the activities, budget, and evaluation data for the district teacher induction program. Attend regional and state-wide induction meetings.
2. Plan and organize the district's New Teacher Institute.
3. Collaborate with Assistant Superintendent of Educational Services in the oversight of the District Career Technical Education program, providing leadership in the provision of 21st

Century CTE to the District's students.

4. Assist in the implementation of the district's PAR program.
5. Assist schools to plan, implement, and evaluate professional development programs in curriculum, instruction, student assessment, and other areas as necessary.
6. Oversee Subject Area Councils (English, Math, Science, and Social Studies) and plan and facilitate meetings. Also, oversee AVID, TUPE and CTE.
7. Oversee district curriculum in collaboration with the Assistant Superintendent of Ed Services.
8. Facilitate Common Core Council, student placement, instruction, and professional development for the four core areas in the transition to the Common Core State Standards.
9. Facilitate decision-making and creation of benchmarks for the four Core subjects.
10. Supervise and coordinate instructional coaches.
11. Plan, organize, and conduct professional development for content and performance standards and for the California Standards for the Teaching Profession (CSTP). Plan, organize, and conduct professional development for experienced teachers to implement instructional best-practices and innovative teaching strategies and methodologies.
12. Coordinate all training that aligns to the District's LEA Plan. Lead training when appropriate and coordinate trainers from within the district and consultants from outside the district.
13. Organize, plan, or publicize professional development opportunities.
14. Provide a summary of all professional development activities to the board.
15. Track professional development and maintain accurate records of activities and attendance for all staff.
16. Interface regularly with the Superintendent, Assistant Superintendents, Board Members, Principals' Council, IVP Council, Directors of Assessment, Instructional Technology, SPED, EL, and Guidance.
17. Facilitate textbook adoption process for all subject areas, new courses and materials, and curriculum for specialized programs such as math and English intervention.
18. Articulate with K-8 partners and universities for programs, curriculum, placement, and Common Core implementation.
19. Perform other related duties as assigned.

QUALIFICATIONS

- B.A. (B.S.), valid teaching credential and administrative credential. Minimum of five years successful teaching and leadership experience is desirable.
- Three-five years experience delivering professional development in instructional strategies to high school instructors preferred.
- Three-five years experience coaching high school teachers preferred.

PHYSICAL REQUIREMENTS

- Vision which can be corrected to a level sufficient to successfully read hand-written, typed and computer-generated information and data, as well as computer terminal displays.
- Hearing and speech ability sufficient to enable communication by telephone and in person.
- Manual dexterity sufficient to use standard office equipment and supplies.
- Physical ability to reach, bend and grasp.
- Physical ability to sit or otherwise remain stationary at work post.

OTHER REQUIREMENTS