

SENIOR DIRECTOR OF CURRICULUM, ASSESSMENT AND INSTRUCTION

TITLE:	Senior Director of Curriculum, Assessment, and Instruction
REPORTS TO:	Superintendent
SUPERVISES:	Assigned Personnel in the instructional division including Curriculum, Instruction and Assessment, English Language Learning, and Special Education
JOB FUNCTION:	Provide direction in and maintain current knowledge of educational reform and instructional best practices in all aspects of K-12 education. Provide leadership in all academic affairs, including curriculum, instruction, standards, assessment, professional development, instructional technology, ELL, Special Education, and other state and federal programs.

DUTIES AND RESPONSIBILITIES:

- Work with district leaders to organize district-wide efforts and resources to support district's strategy for school turnaround, school improvement, and instruction and supports for students.
- Monitor implementation of district's strategy for school turnaround, school improvement, and instruction and supports for students and adjust strategy as needed.
- Work with district leaders and staff to create a system that uses data to establish a culture of data-based decision making; build capacity to use data collaboratively, continuously and effectively to improve teaching and learning.
- Provide leadership in all academic affairs, including curriculum, instruction, standards, assessment, professional development, instructional technology, ELL, Special Education, and other state and federal programs.
- Collaborate with Offices of School Leadership, Human Resources, and other FCPS divisions and departments to ensure highly effective teacher supports and successful delivery of instructional programs and services in all schools.
- Collaborate with schools to develop instructional programs and implement and evaluate reform models designed to improve achievement of all students.

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- Maintain district leadership in monitoring, assessment, and reporting for all academic programs.
- Oversee the allocation of materials and staff resources for academic departments, ensure their use for the purposes intended, and enforce appropriate accountability for disbursements and expenditures.
- Serve as the key spokesperson to the Superintendent, school board, and the community regarding all instructional issues.
- Serve as the district representative regarding academic affairs in meetings with governmental, legislative, and business community agencies.
- Serve as primary liaison to the Kentucky State Department of Education regarding instructional, curricular, and assessment matters.
- Attend, present and participate in board and other district meetings.
- Maintains regular attendance
- Performs other duties as assigned.

PHYSICAL DEMANDS:

- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull light weights

KNOWLEDGE AND ABILITIES:

- Deep understanding of curricular frameworks, pedagogy, and quality classroom materials; experience developing and implementing curriculum for a wide variety of grade levels and subjects
- Strong knowledge of high-quality instructional practices and the ability to lead others to implement these practices consistently across classrooms and schools
- Excellent execution and project management skills, including attention to detail, organizational skills, ability to balance the big picture with detailed steps to reach the end goal, and ability to balance multiple projects under tight deadlines

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- Successful experience working collaboratively with diverse stakeholders at all levels, including district personnel, students, families, communities, and/or advocacy groups

EDUCATION AND EXPERIENCE:

- Master's Degree (required)
- Rank I (preferred)
- Doctoral Degree (preferred)
- Minimum of five years of supervisory experience (10 years preferred)
- Administrative experience in an urban school district with a large racially and economically diverse population (preferred)

LICENSES AND OTHER REQUIREMENTS:

- Kentucky Teaching Certificate (required)
- Kentucky Principal or Supervisor of Instruction (required)
- Kentucky Superintendent Certification (preferred)

Original Date: June 2016