

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

06/15	<u>DIRECTOR, ELEMENTARY CURRICULUM AND INSTRUCTION</u>	3.11.9.1
Effective Date	Job Title	Index

1. Primary Function: Model, support, and promote our core values of equity, diversity, and inclusion through the development, implementation, and coordination of professional learning related to curriculum, instruction, and the District Strategic Plan. Works with level directors, department directors and staff, school leaders, and others to align K12 systems, improve instruction, and design and implement professional development that addresses the learning needs of District teachers, instructional mentors, classified personnel, and administrators. Is a critical district-level decision maker who participates on several district teams.

2. Responsibilities:
 - 2.01 Leads, supports, and promotes equitable student outcomes through the use of curricula, MTSS, and the improvement of teaching and learning.
 - 2.02 Leads MTSS professional learning and implementation at the elementary level, including academic and behavior systems.
 - 2.03 Leads the planning and development of goals, objectives, materials, methods, resources, and activities for elementary curriculum.
 - 2.04 Leads, supports, and promotes research- and evidence-based language acquisition and multilingualism programs in collaboration with the Secondary Director of Curriculum and Instruction.
 - 2.05 Leads, supports, and promotes social emotional and behavioral health supports within an MTSS framework in collaboration with the Secondary Director of Curriculum and Instruction.
 - 2.06 Leads, supports, and promotes K12 alignment of instructional practices and MTSS.
 - 2.07 Leads, plans, coordinates, and conducts professional learning for teachers, classified staff, and administrators related to the District Strategic Plan, instructional technologies, instructional practices, and other learning needs.
 - 2.08 Leads assessment of the comprehensive elementary instructional program, reporting results and recommending instructional revisions.
 - 2.09 Ensures compliance with Division 22 standards.
 - 2.10 Consults with administrators and school staff on matters related to curriculum and instruction.
 - 2.11 Applies current andragogy principles, group facilitation skills, and inclusive practices to advance work across level and organization.
 - 2.12 Serves as a link between schools, curriculum Program Associates, Level Directors, and others as necessary.
 - 2.13 Prioritizes and authorizes professional learning and curricular general fund budget and monitors expenditures.
 - 2.14 Works with Program Associates, communications personnel, District technology department, Library Media Support Services, and others to create an articulated self-paced professional learning library that includes video and other media related to District initiatives and the strategic plan.
 - 2.15 Models, monitors, and modifies standards, policies, and procedures of the Curriculum and Instruction Department and District.
 - 2.16 Develops and maintains relationships with ODE, other Oregon school districts, ESD, and professional education organizations to inform district, level, and

instructional policies, decision-making, and implementation specific to assigned areas.

- 2.17 Assists Level Directors with school-based staffing allocations and decisions based on curricular and instructional needs and goals.
- 2.18 Supervises and evaluates assigned administrators, licensed, and classified staff.
- 2.19 Performs other related duties as assigned.

3. Major Planning Requirements:

- 3.01 Prepares short- and long-range plans for the development and implementation of professional development, instructional materials, state standards, District Strategic Plan, and instruction programs through the use of data and research-based best practices.

4. Key Relationships:

- 4.01 Reports to Assistant Superintendent
- 4.02 Supervises Program Associates, clerical staff, and other staff as assigned
- 4.03 Serves on district cabinet and district instructional cabinet
- 4.04 Collaborates with classroom teachers, building administrators and Level Directors
- 4.04 Works closely with Salem-Keizer Education Association (SKEA) and Association of Salem-Keizer Education Support Professionals (ASK ESP)

5. Minimum Qualifications:

- 5.01 Master's degree or equivalent training in curriculum, instruction, and leadership.
- 5.02 Work experience: Minimum of five years of successful classroom teaching experience. Two years' experience in a leadership role within the school or department.
- 5.03 Valid Oregon Administrative License

6. Term of Employment: 12 months

7. Salary Level: 212A

8. Working Conditions: The position generally works in an office environment with frequent travel to schools and some evening meetings.

9. Physical Requirements:

- 9.01 Stand and sit for long periods of time.
- 9.02 Stoop, bend, twist.
- 9.03 Finger and hand dexterity to operate computers and audio/visual equipment.
- 9.04 Lift up to 30 pounds frequently and push, pull 40 pounds on occasion.

Salem Keizer School District is an Equal Opportunity Employer