

DOUGLAS COUNTY SCHOOL DISTRICT

Position Title: Assistant Director of Curriculum, Instruction and Assessment

Reports to: Director, Curriculum and Instruction

POSITION SUMMARY

Help lead district's work in curriculum, instruction and assessment as it relates to meeting the requirements of End Statement 1.0 – Douglas County School District Students acquire the knowledge and abilities to be responsible citizens who contribute to our society and Executive Limitation 2.0 – Academic Achievement.

ESSENTIAL DUTIES & RESPONSIBILITIES

- D 55% Leads and develops the training materials for training of curriculum, instruction and assessment initiatives to include: the Curriculum, Instruction and Assessment Guide, quality assessments, instructional framework, and use of data.
- D 10% Collaborates with principals, building resource teachers, classroom teachers and members of learning services regarding practices in curriculum, instruction and assessment.
- M 10% Assists the Director of Curriculum and Instruction and the Executive Director of Curriculum, Assessment, and Student Development as needed.
- M 5% Communicates to a variety of audiences through Board of Education reports, district newsletters, and other forums as necessary.
- M 5% Leads and facilitates study teams and focus groups in curriculum, instruction, and assessment.
- A 5% Helps ensure compliance with State and Federal curricular and assessment mandates such as those required for accreditation.
- M 5% Supervises and evaluates coordinators, TOSAs, or professional-technical employees as determined by the Director of Curriculum and Instruction.
- M 5% Performs other duties as assigned.

MINIMUM EDUCATION OR FORMAL TRAINING

Master's Degree in Education or Curriculum and Instruction required, Doctorate Degree preferred.

MINIMUM EXPERIENCE

Five years of successful teaching required

Experience in curriculum, instruction and assessment beyond the classroom

- Central Office experience preferred

SKILL REQUIREMENTS

Knowledge of Curriculum, Instruction, and Assessment practices
Knowledge of Colorado education statutes
Problem solving, organizational, & analytical skills
Excellent verbal and written communication skills
Facilitation and leadership skills
Working knowledge of computer applications: Microsoft Office

GENERAL EXPECTATIONS

Has a customer-service orientation and attitude
Able to work cooperatively with administrators and co-workers, as well as independently
Able to understand and follow complex oral and written instructions
Able to effectively communicate with the school district community
Maintain a generally positive attitude
Observe all District policies and procedures

LICENSES OR CERTIFICATION

Colorado Administrator's License, or willing to obtain
Valid Colorado Driver's License

ESSENTIAL ENVIRONMENTAL DEMANDS

Mostly clean and comfortable

ESSENTIAL PHYSICAL REQUIREMENTS

Occasional lifting of 10 -20 pounds.
Occasional bending, stooping, walking, standing, kneeling, squatting, and reaching.

SUPERVISORY DUTIES – up to 5 Professional/Technical and/or Classified Staff

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Percentages assigned to responsibilities are approximate, and subject to adjustment by supervisors. This job description is not intended to create any express or implied contract of employment or expectancy of continued employment for any definite term.