

**BRIEF DESCRIPTION OF POSITION:**

Under the supervision of the District Superintendent, plans and directs the educational and instructional programs of the District, coordinates and interprets the curriculum through appropriate district office staff and school principals and coordinates an evaluation process for all programs, oversees the district's instructional technology, special education, and career technology programs.

**MAJOR DUTIES AND RESPONSIBILITIES**

**A. Curriculum**

1. Evaluates, refines, and recommends course of study revision. *E*
2. Coordinates the development of new courses and revision and/or deletion of existing courses. *E*
3. Directs the implementation of Board approved curriculum. *E*
4. Coordinates the efforts of the District Curriculum Committee. *E*
5. Prepares future need projections for educational programs. *E*
6. Directs textbook and library inventory, selection, procurement, and distribution. *E*
7. As directed, serves as liaison in curriculum concerns with feeder elementary schools, colleges, and universities. *E*
8. Assists in the implementation of those Board goals and objectives related to curriculum and instruction. *E*
9. Assures compliance of Board Policy and recommends revisions in a timely manner.

**B. Educational Programs**

1. Coordinates and provides leadership to the special programs and services of the District. *E*
2. Develops and coordinates educational needs assessment of the District. *E*
3. Provides progress reports on the District's educational programs to staff and to Board of Trustees as requested. *E*

**C. Other**

1. Coordinates and supervises the efforts of the Information Technology Department. *E*
2. Directs studies of graduation requirements and prepares recommendations for revision of graduation requirements. *E*
3. Files required reports with county, state, and federal agencies as required. *E*
4. Provides leadership in reviewing and revising those Board policies related to curriculum, instruction, and student services. *E*
5. Other duties as assigned.

**REQUIREMENTS:**

<b>WORK YEAR:</b>	Certificated Management Work Year
<b>CREDENTIAL:</b>	Current valid secondary teaching credential; current valid administrative credential.
<b>EDUCATION:</b>	Master's degree or equivalent.
<b>EXPERIENCE:</b>	Five years of successful teaching (7 <sup>th</sup> grade thru Junior College); five years of full-time experience in administration.
<b>SALARY:</b>	Certificated Management Salary Schedule
<b>BENEFITS:</b>	Medical (employee contribution), 100% dental, vision and life insurance