



Gridley Unified School District

POSITION DESCRIPTION

Job Title:	Director, Curriculum & Instructional Technology	Work Year:	215 Days
Reports To:	Superintendent		

Primary Function:

Under the direction of the Superintendent of Schools, oversees all functions related to curriculum, instruction, and educational technology, including: professional development, management of categorical programs, data analysis, textbooks and instructional materials, and the district's technology initiatives. The Director of Curriculum and Instructional Technology works cooperatively with other members of the management team in the formulation and implementation of district policies and long-term educational goals in support of the District's mission. This is a management position and a member of the Superintendent's Cabinet.

Essential Duties:

Curriculum & Instruction

- Implement a transition plan from California State Standards to Common Core State Standards
- Supervise the review, selection, adoption and ordering of instructional materials
- Coordinate, design, and implement professional development district-wide for administrative, certificated, and classified staff
- Manage specific curricular budgets as assigned
- Coordinate services for English Language Learner Program
- Coordinate K-12 intervention services
- Coordinate state and district assessments, including analysis and reports on student performance
- Assist with the administration of categorical programs, including related compliance reports
- Oversee the Report Card and Progress Report process
- Oversee Transitional Kindergarten
- Coordinate meetings related to curriculum, instruction and technology
- Deliver regular updates and presentations to the Governing Board
- Provide instructional support and coaching to teachers and site administrators as needed
- Oversee the work of Teachers on Special Assignment
- Oversee implementation of Summer School programs
- Work with Superintendent and site administrators to promote safe schools and promote anti-bullying programs
- Attend state and county meetings as applicable
- Performs other duties as assigned

Instructional Technology

- Provide leadership for teachers and administrative staff to develop, implement and integrate technology into classroom instruction for increased student achievement
- Evaluate instructional technology programs for the purpose of providing recommendations for the

integration of technology into the curriculum

- Develop and deliver quality professional development related to technology usage and integration through a wide variety of formats to staff and community
- Oversee the implementation of district software and data management systems from an educational perspective, such as a data management system, Illuminate, APEX Learning, Google Platform, etc.
- Design, collect resources, and support implementation around instruction in cyber safety and digital citizenship
- Collaborate with Technology Supervisor and Technology Team to oversee and implement the district's technology initiatives
- Maintain and update District and other related websites/communication technology regularly
- Performs other duties as assigned

EDUCATION AND EXPERIENCE:

- Minimum five (5) years teaching experience
- Minimum (3) years administrative experience (Preferred)
- Strong curriculum and instruction background
- Experience directing/supervising the work of others
- Experience in professional development and training
- Strong understanding of district-specific technology
- Experience with Professional Learning Communities
- Ability to keep current with the wide array of technology available for education

DESIRED CHARACTERISTICS:

- Master's degree in education or related field
- Strong organizational skills, task analysis, and analytical skills
- Strong understanding of and facility with a wide range of educational technology
- Strong ability to use technology effectively in communication, project design, delivery of professional development
- Excellent presentation and communication skills, both written and oral
- Able to facilitate large and small groups
- Google Apps for Education certification

LICENSES REQUIRED:

- Valid California Teacher Credential, (CLAD/BCLAD)
- Valid California driver's license

WORKING CONDITIONS:

- Office environment; driving a vehicle to conduct work; constant interruptions.

PHYSICAL ABILITIES:

- Sitting for extended periods; hearing and speaking to communicate and exchange information; using the telephone for extended periods; sufficient vision to assure accuracy of reports and documents; dexterity of hands and fingers to operate a computer terminal and office equipment; lifting light to medium weight objects; kneeling, bending at waist, and reaching to maintain and retrieve files.

BOARD APPROVAL: March 5, 2014