

CAPISTRANO UNIFIED SCHOOL DISTRICT
San Juan Capistrano, California

**EXECUTIVE DIRECTOR, CURRICULUM AND INSTRUCTION, GENERAL AND SPECIAL
EDUCATION, 6-12, ADULT TRANSITION PROGRAM**

DEFINITION

Under the direction of the Assistant Superintendent, Curriculum and Instruction, the Executive Director, Curriculum and Instruction, General and Special Education, 6-12, Adult Transition Program, supports the educational Multi-tiered System of Supports (MTSS) programs of the District by directing, managing, supervising and coordinating systems, policies, and procedures pertaining to the District's secondary education programs. Supports the educational programs of the District by leading, directing, and managing the implementation of general education and special education programs and services for secondary schools including non-public schools, residential treatment centers, and charter schools

EXAMPLES OF DUTIES

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

1. Collaborate with the Education Services staff to develop comprehensive curriculum, instruction, and assessment methods to facilitate student achievement for all students.
2. Develop and support the implementation of curriculum, instruction, and assessment systems, including extension, acceleration and intervention strategies and/or programs.
3. Provide support to school sites to develop appropriate instructional, curricular assessment programs and systems to meet the needs of all students.
4. Ensure all instructional programming, curricula, and assessment decisions are aligned to the District's goals and accountability system.
5. Collect, examine and use data to develop long and short-range plans to improve the instructional process.
6. Collaborate with special education services to create and implement a continuum of general education/special education literacy instructional strategies and curriculum programs to facilitate student achievement for all students.
7. Support the supplemental instructional program review process and confer with sites on appropriate program selection.
8. Assist in the development, implementation, interpretation, and administration of policies, rules and regulations.
9. Advise, counsel, and assist instructional, support, and ancillary personnel in problem solving activities to determine alternative solutions to provide optimal and/or alternative learning opportunities for all students.
10. Provides professional learning and coordinates District meetings for site staff including administrators, athletic directors, department chairs, and other certificated and classified staff.
11. Plan, coordinate, and host training, education nights, and meetings for parent groups and school-connected organizations as needed, focused on facilitating student achievement.
12. Assist in the development, coordination and preparation of the annual preliminary budget.
13. Control and authorize expenditures in accordance with established limitations.
14. Evaluate, supervise and counsel members of staff to improve employee performance ensuring staff adhere to District, state and federal professional standards.
15. Prepare and maintain a variety of reports, records and files related to assigned activities and personnel.
16. Participate in personnel management systems, including the recruitment, selection, retention and separation of personnel.
17. Attend professional learning and conference opportunities regarding District business and other topics relevant to this position, and other professional meetings.

QUALIFICATIONS

Knowledge of: Applicable sections of State Education Code and other applicable laws and collective bargaining agreements; practices and procedures of efficient organization and supervision; practices, procedures, techniques, and strategies for determining operational effectiveness; principles and practices of supervision and training; result and performance evaluation techniques pertaining to program and personnel performance effectiveness; human relations, conflict resolution strategies and team building principles and techniques; record-keeping and report preparation techniques; effective oral and written communication skills; Common Core State Standards, CA ELA/ELD Framework, Multi-tiered Systems of Support (MTSS), comprehensive assessment systems, data-based decision-making, and evidence based literacy strategies, including intervention and extension strategies; research based practices and policies pertaining to special populations including Gifted and Talented, students with disabilities, and English Learners; State and Federal Framework in all subjects taught and District curriculum standards as appropriate; principles, theories, practices, methods and techniques used in curriculum development and classroom instruction; current trends and research concerning the growth and development of school-age students.

Ability to: Direct, manage, plan and implement a comprehensive curriculum, instruction and assessment system for all students; demonstrate effective, organizational, and administrative leadership; read, interpret, apply, and explain rules, regulations, policies, and procedures; supervise, evaluate and discipline subordinates; establish, maintain and nurture professional relationships with management, colleagues, staff, and school related outside agencies; analyze and evaluate data for specific use; demonstrate organizational, time management, analytical and problem solving skills; communicate effectively both orally and in writing using tact and diplomacy; train and instruct others in performance of their duties; understand and carry out oral and written instructions; use interpersonal skills with tact, patience and courtesy; maintain confidentiality; prioritize workload and conflicting demands; establish and maintain records; serve as a resource to instructional school sites, and management; assist school staff in improving the academic progress of the school site; comply with the District's customer service standards, as outlined in Board Policy.

Education: Master's degree from an accredited college or university in a related field.

Experience: A minimum of five years of successful teaching or supervisory experience in a setting requiring a valid California teaching or administrative services credential. A minimum three years of successful experience as a site principal in either a middle school or a high school setting and/or district level administrator.

Credential: Valid California Teaching Credential; Valid California Administrative Services Credential.