

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT  
Position Description**

<b>TITLE:</b>	Assistant Superintendent, Curriculum and Instruction	<b>CLASSIFICATION:</b>	Non-Represented Management, Certificated
<b>SERIES:</b>	Assistant Superintendent	<b>FLSA:</b>	Exempt
<b>JOB CLASS CODE:</b>	1939	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Curriculum and Instruction	<b>SALARY:</b>	Range 24 Salary Schedule A
<b>REPORTS TO:</b>	Chief Academic Officer	<b>HR APPROVAL: REVISION:</b>	06-16-10

**BASIC FUNCTION:**

Plan, organize, control, and administer all functions of the Curriculum and Instruction Office including curriculum development, selection and adoption of textbooks, and other instructional materials to assure a comprehensive, articulated curriculum and instruction program; assist with the integration of professional learning, instructional technology, and curriculum implementation.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)**

Provide leadership in the planning, organization, and coordination of curriculum and related instruction to provide articulation of curriculum among elementary, middle, and high school programs; ensure the understanding of and the promotion of the educational objectives of the district. **E**

Create successful approaches to curriculum, instruction, integration of technology, and classroom management; focus the alignment of professional development activities with district priorities to close the achievement gap, provide cultural relevancy, and engage divergent learners. **E**

Work with administrators and faculty in organizing appropriate grade-level and department meetings, as well as special committees, in order to affect horizontal and vertical continuity and articulation of the instructional program throughout the district. **E**

Provide leadership in the implementation of state content and performance standards in all curriculum areas; provide and direct a system for implementation of state adoptions in the various subject areas, and assist curriculum committees in formulating recommendations for district policies and procedures related to textbook adoptions. **E**

Provide constructive leadership in curriculum and instruction through visitation, observations, and meetings for the purpose of coordinating resources and involving staff in the planning and development of program changes. **E**

Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Coordinate and lead the Instructional Support Teams. **E**

Provide advice, consultation, and assistance for development and implementation of new district programs and changes in existing programs as they relate to curriculum and instruction. **E**

Demonstrate leadership in assessing needs, planning, administering, and evaluating a multifaceted inservice education program for both the administrative and instructional staff in the district; facilitate implementation of curriculum and instructional strategies; oversee the adoption and monitoring of new courses to be taught in the district. **E**

Demonstrate effective teaching by aligning instruction to curriculum, using diagnostic formative assessments of the learning objectives and using a mastery learning approach; coach and mentor staff using a reflective approach for dialogue to reach collaborative learning. **E**

Assure compliance of the district with all applicable statutes and regulations by remaining informed, interpreting requirements to appropriate teaching and administrative staff, and monitoring department operations and activities for compliance. **E**

Work with the Accountability Division to analyze student achievement, program design, and implementation and effectiveness of instructional programs and initiatives, assessments, district professional development, and support strategies. **E**

Communicate and collaborate with other administrators, district personnel, outside organizations, and state and federal agencies to coordinate activities and programs, resolve issues and conflicts, and exchange information; model district standards of ethics and professionalism. **E**

Direct the preparation and maintenance of a variety of narrative and statistical reports, records, correspondence, and files related to assigned services, activities, and operations; operate a computer. **E**

Direct the preparation of the department's annual budget; analyze and review budgetary and financial data; monitor and authorize expenditures in accordance with established guidelines. **E**

Supervise, evaluate, and hold accountable the performance and professionalism of assigned staff; interview and select employees, and recommend transfers, reassignments, terminations, and disciplinary actions; plan, coordinate, and arrange for appropriate training of assigned staff. **E**

Perform related duties consistent with the scope and intent of the position.

#### **TRAINING, EDUCATION, AND EXPERIENCE:**

Bachelor's degree in education, and five years of experience in educational leadership assignments. Advanced degrees are preferred.

#### **LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license; provide personal automobile and proof of insurance; Administrative Services Credential.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

State-of-the-art theories, techniques, and methodologies of instruction and district operations.

District curriculum, assessment, and instructional specifications.

State content frameworks.

Current literature, trends, and development in the field of curriculum, assessment, instruction, and professional development.

Collaborative and team building strategies.

Effective "jump start" strategies for working with students who have low academic achievement.

Budget preparation and control.

Applicable laws, codes, regulations, policies, and procedures.

District organization, operations, and objectives.

Interpersonal skills using tact, patience, and courtesy.  
Effective oral and written communication skills.  
Principles and practices of management, supervision, and training.  
Evaluation approaches, strategies, and techniques.  
Operation of a computer and related software.

**ABILITY TO:**

Provide leadership and direction to assigned program.  
Demonstrate effective teaching by aligning instruction to curriculum, using diagnostic formative assessments of the learning objectives, and using a mastery learning approach.  
Coach and mentor staff using a reflective approach for dialogue to reach collaborative learning.  
Deliver a service support mentality, and work collaboratively with other administrative leaders in carrying out the work of the district.  
Establish and maintain effective working relationships with staff, parents, and the public.  
Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.  
Communicate effectively, both orally and in writing.  
Interpret, apply, and explain rules, regulations, policies, and procedures.  
Analyze situations accurately, and adopt an effective course of action.  
Plan and organize work to meet schedules and deadlines.  
Prepare comprehensive narrative and statistical reports.  
Supervise and evaluate the performance of assigned staff.  
Operate a computer and related software.  
Meet state and district standards of professional conduct as outlined in Board Policy.

**WORKING CONDITIONS:****SAMPLE ENVIRONMENT:**

Office environment; drive a vehicle to conduct work.

**SAMPLE PHYSICAL ABILITIES:**

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read, prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, reach overhead, above the shoulders, and horizontally to retrieve and store files; lift light objects.

**HEALTH BENEFITS:** Management employees purchase their own health benefits with district-offered plans.