

**PORTERVILLE UNIFIED SCHOOL DISTRICT  
DIRECTOR OF CURRICULUM & INSTRUCTIONAL TECHNOLOGY  
JOB DESCRIPTION**

**SUMMARY OF POSITION:**

The Director of Curriculum & Instructional Technology under the supervision of the Assistant Superintendent of Instructional Services, will develop, organize, and direct the overall operation and management of assigned content areas and instructional programs and technology.

The major responsibilities include curriculum and supplemental instructional material selection, adoption, monitoring and evaluation; development and implementation of the District Technology Plan; supervision of District ancillary and enrichment programs and events; coordination and administration of staff development activities in curriculum and instructional technology; supervision of student suspensions and the representation of the District in expulsion hearings; facilitating the maintenance of District essential standards, pacing, report cards, and associated internal assessments and overseeing their transition to the Common Core.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** (Other duties may be assigned)

Coordinates and evaluates curriculum, supplemental instructional programs, materials, and technology.  
Develops, maintains, and evaluates standards for all subject areas along with associated pacing/calendars, internal assessments such as District Benchmarks, Standards-Based Report Cards and manages their transition and alignment to the Common Core.  
Manages course approval and textbook adoption process including the provisioning of digital texts.  
Promotes effectiveness and efficiencies by designing, defining, delivering, and supporting the implementation of educational technologies in support of classroom instruction through the District Technology Plan.  
Creates metrics and assists in measuring the success of mobile student devices, District online courses, and other instructional programs and initiatives surrounding curriculum and instructional technology.  
Leads a comprehensive professional development program addressing curriculum, supplemental instructional materials, and the integration of educational technology for instructional staff.  
Oversees the creation of the high school course catalog and the District's parent handbook.  
Coordinates the District's Gifted and Talented Education (GATE) program.  
Evaluates external online courses and approves student credit when appropriate.  
Manages the District and school site webpages and online learning management systems.  
Administers the District Computer Competency Test and other placement exams.  
Supervises student suspensions and represents the District in expulsion hearings.  
Facilitates District Curriculum Articulation Group meetings.  
Coordinates District enrichment programs and events including Butterfield Stage Day, Day of the Child, etc.  
Organizes and supervises the District Music and Physical Education Teams and all required testing.  
Coordinates and evaluates District health education mandates (HIV/AIDS Instruction).  
Supervises the organization and operation of the curriculum center and its staff.  
Monitors District credit recovery programs.  
Aids in the development of the instructional and curriculum portions of site plans.  
Chairs regular meetings of the elementary Reading Teachers.  
Represents the District in curriculum meetings occurring at the County Office of Education.  
Assists schools in writing grants to obtain funds for technology and targeted curriculum.  
Participates in staff development activities and other duties as assigned.

**SUPERVISORY RESPONSIBILITIES:**

Carries out supervisory responsibilities of those listed above in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and trying employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

### **QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must have a valid California Drivers License.

### **EDUCATION and/or EXPERIENCE:**

Master's Degree or equivalent; five years of successful full-time teaching and five years of successful administrative experience in K-12 public schools. Appropriate Administrative Credential.

### **LANGUAGE SKILLS:**

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from parents, staff, regulatory agencies, or members of the community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and school boards.

### **MATHEMATICAL SKILLS:**

Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

### **REASONING ABILITY:**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematics or diagram form and deal with several abstract and concrete variables.

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The physical requirements for this occupation will vary dependent upon the type of work or project being requested on that particular day. Physical requirements are reported as the maximum that might be anticipated during any given workday.

Physical requirements are rated on a percentage-per-work-day basis. References are made according to the terms: "SELDOM" (0-19%); "OCCASIONAL" (20-39%); "FREQUENT" (40- 79%); AND "CONTINUOUS" (80 -100%).

Standing/Walking: Frequent (40-79%). Standing and walking activities occur on a frequent basis throughout the workday.

Sitting: Continuous (80-100%). An individual in this capacity will sit throughout the day in the office environment.

Lifting/Carrying: Seldom (0-19%). The maximum weight lifted or carried would be materials in files or instructional materials that weigh less than 30 pounds. This type of activity occurs on a seldom basis. Heavier items can be moved via a dolly. A majority of the items that are lifted and then carried weigh between 5 to 10 pounds. These items may include reams of paper or office supplies.

Bending/Stooping: Seldom (0-19%). An individual in this occupation is required to bend at the waist seldom throughout the workday. The individual in this position will seldom bend or stoop throughout the workday.

Kneeling/Crawling: Seldom (0-19%). The employee may be required to kneel while visiting classrooms. Crawling is not a requirement of this job.

Squatting/Crouching: Seldom (0-19%). An individual in this capacity may seldom squat or crouch throughout the day.

Pushing/Pulling: Seldom (0-19%). An individual in this capacity may seldom push/pull throughout the day.

Reaching: Seldom (0-19%). The individual in this capacity may reach at or below shoulder level throughout the workday. Above shoulder reaching is seldom.

Torso Rotation: Seldom (0-19%). An individual in this capacity may seldom perform this activity

throughout the work day while filing materials as needed; preparing of training materials.

Grasping/Handling: Frequent (40-79%). Handling and grasping activities are required frequently throughout the work day while retrieving materials; completing required paperwork; assisting students while visiting classrooms; utilizing technology tools; assisting with first aid training, as needed; preparing for training of staff.

Vision/Speaking/Hearing: Continuous (80-100%). Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff by speaking and listening.

**WORKING CONDITIONS:**

Indoors/Outdoors: The employee works indoors (100%) of the workday, except for any visits or activities at school sites.

Temperatures: The temperatures are generally controlled at 65-80 degrees for all indoor activities.

Noise levels: The noise level in the work environment is moderate.

**TIMES OF OPERATION:**

Season: This work is non-seasonal in nature.

Days: Normal workdays are Monday through Friday. Hours: 8:00 a.m. - 5:00 p.m.

**TOOLS AND EQUIPMENT:** All necessary supplies and materials are provided by the employer.

***The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.***

*Revised 2015*