



SAN MATEO UNION HIGH SCHOOL DISTRICT

POSITION DESCRIPTION

JOB TITLE: Director of Curriculum and Assessment

REPORTS TO: Assistant Superintendent
Curriculum & Instruction **SITE:** District Office

CLASSIFICATION: Certificated Administrator **WORK YEAR:** 221 Days

SALARY: Level 7 **EFFECTIVE DATE:**
Administrator/Manager Salary Schedule

APPROVED BY THE BOARD OF TRUSTEES:

JOB SUMMARY:

Under the supervision of the Associate Superintendent of Curriculum and Instruction, the Director of Curriculum and Assessment will perform administrative duties and provide leadership with primary responsibility for the research, planning, development, implementation, and evaluation of the curriculum and assessment functions for the District. This position supervises and coordinates the activities of curriculum coordinators, Teachers on Special Assignment (TOSAs), and coaches as well as schedule and assign staff accordingly. The Director provides program articulation with neighboring elementary districts, the Community College District, and the state university systems. Oversees the textbook approval and purchasing process and oversees compliance issues related to Highly Qualified Teachers and the Elementary and Secondary Education Act. The position also serves as liaison to the Technology Support Group for CALPADS and SIS (Aeries) reporting and certification.

ESSENTIAL FUNCTIONS:

- Develops, implements, and evaluates curriculum for improvement of instruction and student achievement
- Assesses programs for at-risk students to ensure proper and rigorous placement
- Coordinates the District's certificated professional development activities and supports school site-based professional learning
- Manages District and state initiatives pertaining to instructional services and ensures District compliance with procedures related to the Local Control Accountability Plan (LCAP) and Local Control Funding Formula (LCFF)
- Gathers input and complies with mandated deadlines and submission requirements for initiatives, and the LCAP and LCFF
- Participates in ongoing program review to assess effectiveness and alignment with current District initiatives, categorical programs, and student interventions
- Supervises and evaluates the Manager of EL and Academic Support Programs

- Integrates the English Language Development (ELD) practice within the District's general instruction program
- Manages and oversees the evaluation of the District's academic intervention and support programs
- Presents at Community Input meetings for the LCAP/LCFF, gathers feedback, and applies as required for the LCAP/LCFF accounting procedures
- Manages all aspects of District-wide student assessments including state-mandated tests
- Participates in Management Policy Group and Superintendent's Council
- Provides guidance and input and monitors the accuracy of CALPADS reporting and SIS (Aeries) information related to instruction and assessment
- Supervises and trains Teachers on Special Assignment (TOSAs), coordinators, and coaches
- Oversees Curriculum Councils and assigns administrators accordingly
- Oversees compliance issues related to Highly Qualified Teachers and the Elementary and Secondary Education Act
- Assists with the oversight of District charter schools
- Coordinates the preparation of High School Courses of Study to ensure the curriculum is aligned with college & university admissions requirements and with Common Core State Standards
- Facilitates the selection of textbooks and resource materials
- Analyzes data to evaluate the effectiveness of curriculum and teaching methods
- Facilitates Curriculum and Instruction Council meetings and attends School Board meetings
- Plans and organizes regular meetings with Principals and Assistant Principals to coordinate a unified Curriculum
- Chairs the Assistant Principal Council
- Researches and advises staff as it relates to curriculum, student achievement, and graduate follow-up
- Manages assigned budgets and assigned District awards programs
- Responds to public inquiries about curriculum and instruction
- Performs other duties as assigned

QUALIFICATIONS:

Education/Training Experience

- A minimum of five years of successful certificated experience, including three years of teaching
- Master's and/or doctorate degree
- Valid California Administrative Services credential
- Demonstrated ability to provide leadership in a cooperative manner in order to encourage parent and teacher participation
- Experience in working effectively with staff to improve the teaching-learning process within a decentralized management system
- A broad and in-depth knowledge of instructional procedures, techniques, and materials
- Experience in developing and implementing effective procedures for the evaluation of educational programs

- Knowledge and experience with effective evaluation practices of certificated and classified personnel
- Ability to manage many budgets and relate instructional programs to financial resources
- Intellectual and emotional capacity to provide educational leadership to professional staff and community in general
- Excellent verbal and written skills
- Demonstrated leadership performance within the past five years, particularly in one or more areas of instructional leadership and professional development
- Interpreting and applying principles, policies, laws, regulations, requirements, contracts, and Memorandums of Understanding
- Exercise sound independent judgment within general policy guidelines by analyzing complex programs, evaluating alternatives, and making sound recommendations
- Prepare clear, concise and competent reports, correspondence, and other written materials effectively with others

EMPLOYMENT STANDARDS:

- Incumbent must be able to perform essential duties above with or without reasonable accommodation.
- Incumbent must maintain a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other District employees, administrators, the Board of Trustees, students, parents and the general public.

Physical Demands/Working Conditions

- Eyesight sufficient to read fine print
- Manual dexterity and coordination sufficient to operate a computer keyboard and calculator
- Physical stamina to stand, reach, bend, lift, kneel, and squat
- Ability to lift up to 20 pounds
- Ability to tolerate moderate noise level in working environment
- Good health and stamina appropriate to the position

OTHER REQUIREMENTS:

- Maintain a valid California Driver License
- Department of Justice fingerprint clearance
- Evidence of Tuberculosis clearance

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position. Incumbents may be required to perform other job-related tasks other than those specifically presented in the description. Reasonable accommodations may be made to enable individuals with disabilities to perform the above-stated essential functions.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable federal, state and local laws.

SMUHSD Equity Vision

Vision: All students will learn in a safe, inclusive and equitable environment that validates, respects and honors their unique backgrounds, interests and identities.

Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.

Equal Opportunity Employer Statement

San Mateo Union High School District is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. SMUHSD makes hiring decisions based solely on qualifications, merit, and business needs at the time. For more information, read through our [Nondiscrimination in Employment](#) policy.

[Equity Flyer](#)

[BP0415.1 Racial Equity](#)

[AR0415.1 Racial Equity](#)

DISASTER SERVICE WORKERS:

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.