

## ORANGE UNIFIED SCHOOL DISTRICT

### **ADMINISTRATOR, K-12 CURRICULUM, INSTRUCTION & ASSESSMENT AND GATE**

#### **DEFINITION**

Under direction, to plan, organize, manage, and coordinate the K-12 curriculum, instruction, assessment and GATE programs; to plan, organize, and coordinate the instructional program design and delivery systems; to plan, organize, design, and implement curriculum and instruction programs and activities to ensure optimal educational opportunities and growth experiences; to plan, organize, and direct research and development processes, including educational assessment, forecasting, and evaluation processes; to assist in the planning, development, and implementation of Board policies, superintendent regulations, and the strategies for achieving District goals and objectives; and to do other related functions as directed.

#### **DISTINGUISHING CHARACTERISTICS**

This position classification requires subject matter expertise in educational programming, and curriculum, instructional strategies and educational assessment. Directly related administrative and leadership experience is necessary to manage the District elementary and secondary instructional programs and services, including GATE. The job requires the ability to analyze, develop and offer alternative problem solutions to curriculum and instruction issues and concerns. Decisions are made by the incumbent that have a critical impact on the District goals, and the organization and administration of instructional programs and services. The position classification has the responsibility for planning, assigning, reviewing, and evaluating the quality and quantity of work of professional, technical and clerical employees. The incumbent frequently meets with teachers, support and administrative personnel, parents and community members to influence, motivate and monitor the result objectives of the curriculum, instruction and assessment school-wide plans. This position classification performs light work that involves sitting a portion of the time, but does require walking and standing for extended periods. This position requires accurate distinguishing of sound, near and far vision, depth perception, working with educational materials and objects, and providing and receiving oral information and direction. Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

#### **ESSENTIAL DUTIES**

- Serve as an advisor to District personnel pertaining to the various aspects of the District elementary and secondary curriculum, instruction design, assessment and delivery systems.
- Provide leadership and expertise in assessing, identifying, formulating, and implementing the District instructional goals and objectives.
- Provide leadership in the development of processes, strategies, and feasibility planning to ensure that the necessary human and monetary resources are appropriately utilized in order to achieve the District planned results.
- Plan, organize, develop, and implement the instructional service goals and objectives, and establish communication feedback systems and processes for monitoring and auditing functions and activities to ensure that priorities are pursued.
- Plan, organize, and coordinate the District curriculum, and instruction design and development programs, instructional delivery systems, and the strategies and techniques for achieving optimal educational and instructional results.

**ADMINISTRATOR, K-12 CURRICULUM, INSTRUCTION & ASSESSMENT AND GATE**

Page 2

- Provide leadership, support, and assistance to staff, District personnel, and members of the educational community to effect thorough and complete communication.
- Plan, organize, and conduct research and assessment activities, including research and development, and the planning and forecasting of future instructional service programs, and in the implementation of staff development and in service training programs.
- Plan, organize, and prepare a variety of management reports.
- Plan, organize, and develop special funding grant applications, and seek out funding sources for curriculum and instruction programs.
- Assist in the planning, organization, and implementation of the instructional service budget planning guidelines and expenditure control strategies.
- Plan, develop, and conduct public and community relations programs pertaining to instructional program functions and activities, including GATE.
- Provide leadership and expertise in guiding and advising District advisory committees and groups.
- Assist in feasibility planning in determining procedures and guidelines that effectively resolve conflicts and assist in coalition building processes.
- Plan, organize, and participate in the evaluation and selection of textbooks and instructional materials and equipment.
- Selects, trains, and evaluates performance of assigned subordinates.
- Assumes responsibilities for planning, implementation and evaluation of the GATE program, including compliance with local, state, and federal regulations and procedures.
- Prepares and administers the annual budget for GATE program.
- Provides for the establishment and administration of standards of eligibility and procedures for identification and placement of GATE students.
- Establishes and maintains a record file for GATE students.
- Assists in recruitment, selection, assignment, evaluation and inservice/staff development for GATE staff.

**QUALIFICATIONS**

Knowledge of:

Principles, practices, trends, goals, and objectives of public education;

Philosophical, educational, fiscal, and legal aspects affecting school district curriculum and instructional processes;

Legal mandates, policies and regulations pertaining to GATE programs;

Organization, management, planning, and evaluation strategies, techniques, and procedures;

Curriculum, instructional design and assessment systems, including audit and evaluation processes that determine educational program effectiveness;

Instructional program forecasting, projecting, auditing, and the coordinating of a variety of information and data management, storage, retrieval, and dissemination systems;

Research and development strategies, processes, and techniques;

Human relationships, conflict resolution strategies, and procedures, and team management building methods and techniques;

**ADMINISTRATOR, K-12 CURRICULUM, INSTRUCTION, ASSESSMENT AND GATE–**  
**Page 3**

Instructional support programs, services and networks.

**Ability to:**

Plan, organize, and coordinate the District curriculum, instruction, and GATE programs;

Plan, organize, coordinate, train and evaluate the performance of personnel;

Plan, organize, and develop instructional service budget planning, and expenditure control processes and procedures;

Demonstrate leadership qualities and utilize motivational techniques and strategies in the development of an operational instructional mode that is cost effective and cost beneficial;

Evaluate and analyze complex problems, issues, and concerns, and recommend appropriate alternative solutions;

Communicate effectively in oral and written English;

Establish and maintain cooperative organizational, public, and educational community relationships.

**EXPERIENCE AND EDUCATION**

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

**Experience:**

Four years of experience in a responsible school or District administrative position performing education management and instructional support services and related functions.

**Education:**

Administrative Services Credential; possession of a Master or Arts or higher degree in educational administration, instructional supervision, curriculum, development and design, or closely related fields.

**License Requirement**

Possession of a valid California Motor Vehicle Operator's License.

**Condition of Employment**

Insurability by the District's liability insurance carrier.