

# ADMINISTRATOR for PK-12 CURRICULUM, INSTRUCTION, AND ASSESSMENT



## Teaching and Learning Department

### **Purpose:**

With a focus on early learning, elementary, secondary or innovation, the PK-12 Administrator for Curriculum, Instruction, and Assessment (CIA) accelerates the learning for every student by ensuring students, teachers, and principals have the resources and training needed to excel. In collaboration with other District administrators, the Administrator for CIA plans, develops, and coordinates the development, implementation, evaluation, and nurturance of school curriculum, professional development, digital technologies, and instruction strategies to contribute to a comprehensive, rigorous, well-articulated PK-12 curriculum program.

**Reports to:** Deputy Superintendent, Teaching and Learning

### **Nature & Scope:**

The PK-12 Administrator for CIA works in close collaboration with other Teaching & Learning leaders and with Executive Administrators under the guidance of the Deputy Superintendent. In addition to curriculum, instruction and assessment, the position oversees early learning and other District initiatives.

### **Essential Job Functions:**

1. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's mission.
2. Works collaboratively with all Teaching and Learning leaders to provide thoughtful, aligned support to schools.
3. Models humility and positive teamwork in all interactions.
4. Engages in conversations with colleagues in a way that provides thoughtful, respectful debate while ultimately unifying around decisions made.
5. Leads extensive standards-based instruction and curricular development, ensuring full alignment between local and state standards.
6. Provides leadership in the planning, organization, and coordination of curriculum and related instruction.
7. Remains expert on developments, trends and implementation methods in early learning, social-emotional learning and digital classrooms.
8. Ensures articulation of curriculum among elementary, middle, and high school programs.

9. Collaborates with Teaching and Learning administrators to ensure necessary resources to support principals' instructional leadership.
10. Focuses the alignment of professional development activities with District priorities to close the achievement gap, provide cultural relevance, and engage divergent learners, with a focused commitment to serving and addressing the needs of under-represented populations.
11. Creates, supports, and highlights successful approaches to curriculum, instruction, integration of technology, and classroom management.
12. Provides leadership in the implementation of state content and performance standards in all curriculum areas.
13. Coaches instructional leaders at the teacher and principal levels in support of the District's mission and aspirations.
14. Assists in the authorship, implementation and monitoring of grants.
15. Provides and directs a system for implementation of state adoptions in the various subject areas and assists curriculum committees in formulating recommendations for District policies and procedures related to the curriculum adoption process.
16. Manages the budget, implementation and evaluation of curricular materials.
17. Ensures access to a high quality relevant curriculum for all students including special education students, second language learners, talented and gifted students, and other students with special needs or who may be at risk of underperforming.
18. Oversees the TAG program, ensuring compliance with statute and a quality program for students who qualify. Coordinates the efforts of TAG Specialists.
19. Oversees the support for District-wide and school-based intervention systems to include professional development for intervention staff and identification of appropriate resources.
20. Provides expert advice, consultation, and assistance for development and implementation of new District programs that relate to curriculum, instruction and assessment.
21. Serves as a spokesperson for curriculum, assessment, and instruction related matters. Advises the Superintendent and Board of Education with respect to matters of technology, curriculum, assessment, and instruction. Appoints school and District representatives to serve on various committees in and outside of the District.
22. Collaborates and communicates with parents, District personnel, school leadership and staff, outside organizations, community and regional stakeholders, and state and federal agencies in order to coordinate early learning and PK-12 activities and programs, resolve issues and conflicts, and exchange information.
23. Complies with all procedures outlined in the *Code of Professional Conduct* and *Annual Notices for Education Practitioners, Teachers, Support Staff, Administrators, Substitutes Handbook* and all other Beaverton School District Policies and Procedures.
24. Leads the district curriculum adoption process under the direction of the Chief Academic Officer.

The statements contained above reflect general details as necessary to describe the principal functions of this job but should not be considered an all-inclusive listing of work requirements. Individuals may at times perform other duties as assigned which could include work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

### **Required Qualifications:**

1. Must have or qualify for an Oregon Administrative credential.
2. Must have at least four years experience in a supervisory capacity.

3. Must demonstrate experience in developing and delivering PK-12 programming that drives improved academic performance for all student populations including historically underrepresented populations.
4. Must demonstrate a deep understanding of early learning, curricular frameworks, pedagogy, and quality classroom materials.
5. Must have experience developing and implementing curriculum for a wide variety of grade levels and subjects.
6. Must demonstrate strong knowledge of high-quality and developmentally appropriate instructional practices and the ability to lead others to implement these practices consistently across classrooms and school sites.
7. Must demonstrate thorough knowledge of effective instruction and knowledge of current theories of curriculum instruction and assessment.
8. Must possess excellent written and oral communication skills.
9. Must hold a valid Oregon or Washington driver's license.

### **Working Conditions:**

The Administrator for PK-12 Curriculum, Instruction, and Assessment works primarily within an office building and frequently within school buildings. The work environment is often controlled and quiet, but the work environment will also frequently include moderate to loud noise. The work environment may include exposure to unpleasant interior temperatures, dirt, and communicable diseases.

Regular travel to all school sites will be required as well as occasional statewide travel. Attendance at meetings or activities outside of the normal workday will also be required, including frequent, prolonged, and irregular hours including evening/weekend time.

**Work Year:** 255 days

**Bargaining Unit:** Non-represented

**FLSA Status:** Exempt

**Date Approved:** June 2019

**Date Revised:** February 10, 2023

The Beaverton School District recognizes the diversity and worth of all individuals and groups. It is the policy of the Beaverton School District that there will be no discrimination or harassment of individuals or groups based on race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, marital status, age, veterans status, genetic information or disability in any educational programs, activities or employment.