



DEER VALLEY

Unified School District

JOB DESCRIPTION

JOB TITLE: Deputy Superintendent of Curriculum, Instruction & Assessment

Position Type: Exempt	Department: Curriculum, Instruction & Assessment
Salary Schedule: Exempt	Reports to: Superintendent
Salary Range: 10	Location: District Office
Term of Employment: 12 months	Date: June 24, 2022
Shift: Day	Approved by: Human Resources

POSITION SUMMARY:

To oversee, coordinate and supervise assessment and standardized testing; curriculum planning, implementation, and evaluation; program development and evaluation; career and vocational education; and professional development. In addition, plans, oversees and administers the following special programs and others as needed: Pre-K-12 Curriculum, Instruction, and Assessment, Gifted and Talented, Reading Initiatives, Dual Language Immersion, On-Line Learning, Career and Technical Education (CTE), and Community Education. The focus of the position is on leadership that promotes learning.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below 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.

ESSENTIAL FUNCTIONS:

Curriculum, Instruction & Assessment

- Directs and coordinates district departments for Pre-K-12 education, technical education, instructional services, technology services, exceptional student education, adult and community education, and planning, and evaluation.
- Provides leadership, support, and technical assistance to district and school staff relative to assessment, curriculum, instructional methodology, and the integration of technology.
- Establishes an appropriate framework for curriculum documents, procedures and criteria for the evaluation of curriculum, and a schedule for curriculum planning, implementation, and evaluation.
- Coordinates and supervises curriculum planning, implementation, and evaluation activities within the established schedule.
- Establishes procedures for the evaluation and selection of instructional resources (i.e., textbook, supplies, and equipment).

- Coordinates the development of departmental objectives, curriculum documents, performance benchmarks, timelines, and reports.
- Organizes and administers the standardized testing program and other assessment activities to evaluate student progress and program effectiveness.
- Coordinates the reporting of student performance, including, but not limited to: progress reports, report cards, standardized test results, awards, and other accomplishments to parents, the school community, and the general public.
- Oversees compliance with federal, state, county, and local program regulations in the areas of curriculum, instruction, and program.
- Interprets the instructional programs, philosophy, and policies of the district to staff, students, and the community.
- Provides supervision and leadership for the district's Career and Technical Education program and online learning.
- Analyzes and interprets results of district and state assessment, determines trends and makes recommendations to the Superintendent, principals, and staff.
- Provides leadership for the integration of instructional technology.
- Coordinates the selection and distribution of textbooks, materials, and equipment.
- Directs the use of assessment information for program improvement initiatives and for the introduction of new programs, policies, and procedures.
- Coordinates and monitors all elementary and secondary level assessment programs and provides training to school and district personnel.

Management

- Demonstrates and develops high academic and behavioral expectations, collaborative planning and program development, responsive management, and personal accountability within the assigned department(s) and schools.
- Provides educational leadership, administrative direction, supervision, and technical assistance and support to department and district staff.
- Disseminates and interprets policies, regulations, procedures, and other important information to staff within the assigned department(s) and schools.
- Recommends additions and/or revisions in policy, regulations, and procedures to the Superintendent for review and/or Board of Education adoption.
- Presents department objectives, program plans, and performance reports to the Superintendent, the Board of Education, and the community at large.
- Collaborates with the Superintendent, directors, principals and other district and site staff to develop and implement programs designed to ensure a high level of student achievement.
- Serves on the Superintendent's cabinet.
- Provides support to district and school leadership teams for continuous improvement.
- Responds to principal, staff, parent and community concerns.
- Serves as a liaison with social, professional, and civic agencies.
- Attends School Board meetings and prepares such reports and presentations as required.

- Prepares and administers budgets connected with assigned areas of responsibility.
- Must be accessible throughout the workday for administrators.
- Must meet any additional specific job requirements as indicated by the department.
- Oversees and supports K-12 School Guidance Counselors, Librarians and Library Clerks

Professional Development

- Develops and implements a professional development plan to provide appropriate orientation, pre-service training, in-service training, and other professional growth opportunities for staff.
- Works with district staff to establish a comprehensive professional development program aligned with district goals.

Program Development

- Coordinates planning and development of academy, magnet, and other innovative programs by curriculum directors, supervisors, and teachers.
- Coordinates planning and development of district level programs including Gifted Education, International Baccalaureate, Language Immersion, Community Education, Career and Technical Education, and Instructional Technology
- In collaboration with the other members of the administrative and supervisory staff, conducts classroom visitations to assess program implementation, instructional effectiveness, and student participation and performance.
- Maintains a district schedule for grade level articulation meetings, program assessment, curriculum development, and professional development activities to guide staff and avoid conflicts with other initiatives.
- Participates in court proceedings, due process hearings, arbitration, and mediation processes as appropriate.
- Oversees the Structured English Immersion (SEI) budget and the Compensatory Education Budget, and works closely with English Language Learner (ELL) professionals to ensure that the district is in compliance with all state and federal budget regulations.
- Oversees and supports the implementation of Multi-Tiered Systems of Support (MTSS) in the district.

MARGINAL DUTIES:

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Completes other job related duties as assigned by the Superintendent.

SUPERVISORY RESPONSIBILITIES:

- Supervises Directors, Managers, Coordinators and Curriculum Instructional Assessment Specialists (CIAS's) in professional development, school improvement, assessment, and Title programs.
- Evaluates Director of Community Education, Director of Online and Virtual Learning, Director of Academics and Assessment, CTE Manager and Gifted Services Manager.
- Supervises and evaluates classified staff.
- Directly supervises one non-supervisory employee.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

OTHER SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:

- Demonstrates:
 - the ability and desire to provide outstanding customer service.
 - the ability to effectively use technology as a tool for planning and implementing instructional strategies.
 - the ability to work effectively under time constraints.
- Must:
 - be organized with the ability to multitask.
 - be detailed-oriented and self-motivated.
 - have excellent memory and ability to function well under stress.
 - able to work independently with minimal supervision and/or assistance.
 - demonstrate an extremely high regard for confidential and sensitive information.
 - demonstrate flexibility, common sense, and good judgment.
 - have ability to keep abreast of information pertinent to the job.
 - maintain a well-groomed appearance.
 - have a basic knowledge of computers.
- Recommends and completes realistic goals and objectives where appropriate.
- Recognizes and recommends alternate approaches and potential solutions to problems.
- Follows through on details and decisions.
- Utilizes appropriate district policies and procedures.
- Prepares and coordinates necessary schedules and activities.
- Works with appropriate administrator to improve department functions through staff development.
- Makes clear, well-defined decisions, and communicates those decisions to the appropriate people.
- Assesses needs and recommends improvement for the department.
- Actively continues education and memberships in professional organizations that will promote continued growth.

- Communicates effectively with the immediate administrator/supervisor and other administrators.
- Communicates effectively with departmental staff and all other district personnel.
- Is accessible to school personnel, parents, and community.
- Responds promptly to questions and requests and seeks assistance when appropriate.
- Develops positive working relationships with school staffs, district office staff and the Governing Board.
- Works effectively with parent groups.

CERTIFICATES, LICENSES AND REGISTRATIONS REQUIRED:

- Must have a valid Arizona Administrative Certificate.
- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.
- Must meet all Arizona Department of Education certification requirements.
- Must meet all NCLB (Highly Qualified) qualifications.
- Must attain SEI endorsement as required by Arizona Department of Education.

EDUCATION AND/OR EXPERIENCE:

- Master's Degree (M.A.) or higher from a four-year college or university.
- Doctorate Degree (Ed.D.) preferred.
- Minimum of five years successful prior experience in assigned responsibility areas listed above.
- Administrative experience at both school and district level required.

LANGUAGE SKILLS:

- Demonstrates the ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Demonstrates the ability to write reports, business correspondence, and procedure manuals.
- Demonstrates the ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS:

- Demonstrates the ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume.
- Is able to apply concepts of basic algebra and geometry.

REASONING ABILITY:

- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Is able to read and interpret a variety of instructions and data furnished in written, oral, diagram, or schedule form.
- Utilizes student testing and related data to identify student strengths and weaknesses.

PHYSICAL DEMANDS:

- Regularly required to stand, reach with hands and arms, talk or hear and taste or smell.
- Frequently required to use hands to finger, handle, or feel objects, tools, or controls.
- Must be able to walk, and occasionally climb or balance; stoop, kneel, crouch or crawl.
- Must regularly lift and/or move up to 30 lbs.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS:

- The noise level in the work environment is usually moderate.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COMMENTS:

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.

This is a temporary management guide tool, subject to change.