



# DEER VALLEY

Unified School District

## JOB DESCRIPTION

JOB TITLE: **Director I Academics & Assessment**

Position Type: <b>Exempt</b>	Department: <b>Curriculum, Instruction, &amp; Assessment</b>
Salary Schedule: <b>Exempt</b>	Reports to: <b>Deputy Superintendent of Curriculum, Instruction, &amp; Assessment</b>
Salary Range: <b>8</b>	Location: <b>District Office</b>
Term of Employment: <b>12 months</b>	Date: <b>July 30, 2022</b>
Shift: <b>Day</b>	Approved by: <b>Human Resources</b>

### **POSITION SUMMARY:**

Provides academic leadership to develop and guide all aspects of student K-12 academics and assessments, supports implementation of instructional technology, and influences directly and indirectly the accomplishment of the district’s educational goals through the development, planning, and implementation of curriculum, instruction and assessment as well as professional development within the overall program in DVUSD.

*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:**

- Provides vision and leadership to support the implementation of major district academic initiatives.
- Works collaboratively with district leadership and department staff to provide direction and support in the achievement of district academic goals.
- Directs and supports the improvement of curriculum through the continuing evaluation and revision of courses of study, the development of new courses of study, the development of instructional materials, and the coordination of assessment to measure academic progress.
- Exhibits a knowledgeable, passionate, and enthusiastic commitment to continuous student improvement with a focus on the district’s instructional priorities.

- Develops a department improvement plan in collaboration with department staff and continually evaluates district academic data to monitor progress toward department improvement goals.
- Properly evaluates data to make wise and actionable decisions to continually improve academic performance and students supports
- Supervises and evaluates the Curriculum, Instruction, and Assessment Specialists, Literacy Coaches, and District Math Coach(es).
- Coordinates department personnel functions (interviewing, hiring, training, scheduling) for the purpose of ensuring efficient departmental operations.
- Provides sufficient and quality support for employees at all levels of the organization to effectively deliver curriculum and instruction to all students.
- Coordinates and provides professional development for teacher leaders, principals, department leaders, and other staff.
- Directs and supports district instructional and curriculum integration with technology.
- Networks and collaborates with leaders from other school districts, state officials, post-secondary liaisons, business and community leaders, and education though-leaders.
- Ensures budgetary stewardship to afford students with optimal curriculum and instructional materials and to assure district educators are well-trained in best instructional practices.
- Interfaces with district vendors with the deployment and support of curriculum, instruction, and assessment products including digital resources.
- Works collaboratively and effectively with faculty throughout DVUSD to provide direction and support for curriculum, instruction, and assessment.
- Participates in relevant DVUSD policy and planning committees and meetings.
- Coordinates the district assessment systems including teacher and staff training
- Coordinates development and revision of curriculum guides, course guides, and grading and reporting guides.
- Maintains district's NCAA course list.
- Evaluates and approve/disapproves software requests based upon curricular value.
- Provides leadership in transcript review, credentialing and registration processes.
- Reviews all external requests for research and works with the External Research Review Team to determine which studies merit approval.
- Assists with the development, implementation and monitoring of related policies and procedures in collaboration with DVUSD Senior Leadership.
- Attends the workplace regularly, reports to work punctually and follows a work schedule to keep up with the demands of the worksite.
- Completes duties and responsibilities in compliance with college standards, policies and guidelines.
- Uses interpersonal skills and makes sound judgments to decide how duties and responsibilities are completed between coworkers, the supervisory chain, faculty, staff, students, and customers.
- Completes all required training and professional development sessions.
- Supports the values and institutional goals as defined in DVUSD's Strategic Plan.

- Working hours may include evenings, holidays or weekends depending on deadline requirements and special events.
- Attends ADE meetings related to the administration of state testing programs.
- Performs other duties as assigned.

**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 supervisor.

**SUPERVISORY RESPONSIBILITIES:**

- Directly supervises assigned employees in the department.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

**OTHER SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:**

- A strong commitment to the mission of DVUSD.
- Demonstrated significant knowledge of K-12 curriculum.
- Demonstrated knowledge of curriculum development and evaluation.
- Must possess the ability to apply various instructional design approaches to learning content and to professionally design and implement engaging and effective teaching and learning strategies.
- Must possess ability to identify user needs, analyze, and logically organize information.
- Demonstrated excellent supervisory, administrative, communication, interpersonal and leadership skills.
- Demonstrated organizational skills in handling and directing multiple and complex assignments and projects.
- Skill in working effectively in a team environment with a customer service focus.
- Ability to establish and maintain positive and effective working relationships with students, college employees and the public.
- Ability to communicate effectively, both orally and in writing; define problems, collect data, establish facts, and draw valid conclusions; and effectively present information to senior leadership, public groups, and/or school board.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- High level of energy and good sense of humor with the capacity for extraordinary time and effort demands.
- Demonstrates the ability and desire to provide outstanding customer service.
- Demonstrates the ability to effectively use technology as a tool for planning and implementing instructional strategies.
- Demonstrates the ability to work effectively under time constraints.
- Must be organized with the ability to multitask.
- Must be detail-oriented and self-motivated.
- Must have excellent memory and ability to function well under stress.
- Must be able to work independently with minimal supervision and/or assistance.

- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job. Must maintain a well-groomed appearance.
- Must have the ability to troubleshoot computer software and technology problems.
- Adheres to the district/department vision, mission and goals in collaboration with staff and supervisor.
- Develops and demonstrates progress of district/department goals.
- Is receptive to ideas, issues and concerns presented by all constituents.
- Provides purpose and direction for individuals and groups within the schools and/or departments.
- Maintains accessibility, listens to seek clarity and responds in a timely manner.
- Conscientiously fulfills responsibilities and follows directives by meeting deadlines.
- Communicates clearly and effectively.
- Demonstrates collaborative problem-solving skills.
- Uses professional day in a productive manner.
- Demonstrates knowledge of and adheres to district policies and administrative procedures.
- Demonstrates a personal and professional code of ethics.
- Completes assigned tasks and projects in a competent and timely fashion.
- Adheres to legal and procedural guidelines regarding confidentiality and disclosure of information.
- Demonstrates effective management of all fiscal resources and responsibilities.
- Makes clear and well-defined decisions.

**CERTIFICATES, LICENSES AND REGISTRATIONS REQUIRED:**

- Must have an 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 attain SEI endorsement as required by Arizona Department of Education.

**EDUCATION AND/OR EXPERIENCE:**

- A Master's degree in Education, with emphasis on teacher education and development, leadership and supervision, curriculum design, or learning and teaching theories from an accredited college or university.
- Substantial relevant experience, minimum of four years, including an appropriate combination of teaching, supervisory, and other administrative experience.
- Significant knowledge of and experience with curriculum management, instructional best practices, and assessment.
- Experience in facilitating the integration of technology into various educational environments.

- Demonstrated organizational skills in handling, directing, and prioritizing multiple and complex assignments/projects and maintaining records.
- Demonstrated effective supervisory, interpersonal and leadership skills; ability to work independently with little direction.
- Ability to communicate effectively, both orally and in writing; define problems, collect data, establish facts, and draw valid conclusions; and effectively present information to top management, public groups, and/or boards of trustees.
- Experience with working effectively in a team environment with a customer service focus.
- High level of energy and good sense of humor with the capacity for extraordinary time and effort demands.
- Proficient in the use of e-mail, word processing, spreadsheets, database, and presentation software and use of the Internet to access data, maintain records, generate reports, and communicate with others.

### **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 program stakeholders.

### **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.
- Must have the ability to spend several hours per day at a computer.

**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.*

