

Window Rock Unified School District No. 8

Position Description

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| Position Title | Curriculum, Instruction and Assessment Director |
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Date Revised
Status Certified
Salary Level Administrative Salary Schedule
Work Year 12 months

Qualifications
Certificates/Licenses

- Master's Degree in Education Administration, Curriculum and Instruction or equivalent educational leadership or related graduate degree or training required
- Three years central administrative experience required. Principalship experience and rural district experience preferred
- Must be knowledgeable of Proposition 301-AZLearns HB2658 and HR1 – No Child Left Behind Act of 2001
- Such other qualifications as the WRUSD Board may require
- Qualifications may be amended by the WRUSD Board if deemed necessary
- Valid Administrator's Certificate
- Arizona Valid Drivers License

Job Goal

Assist the Superintendent with the primary task of providing leadership in developing and maintaining quality educational programs and services for the entire district. Provides leadership with strategic planning and district wide school reform utilizing the National Study of School Evaluation (NSSE) Model, focused on continuous school improvement. Provides leadership for effective schools focused on improved student learning through usage of data driven and research based development, alignment and implementation of curriculum, instructional programs and strategies and assessment with Arizona state standards. Provides leadership with embedding relevant and meaningful Navajo cultural curriculum, instructional programs and strategies, and assessment across all content areas from pre-K through 12th grade.

Essential Duties

- Attends all WRUSD Governing Board meetings and prepares such reports as the Superintendent may request.
- Directly responsible for instructional leadership and planning of District curriculum, instruction and assessment programs.
- Keeps abreast of all Federal, State and Navajo Nation statutes, rules and regulations and procedures affecting the areas of curriculum, instruction and assessment.
- Leads, facilitates and guides the development, alignment and implementation of District curriculum, instruction and assessment with Arizona State Standards from pre-K through 12th grade and embeds Navajo culturally relevant and meaningful curriculum throughout all content areas, grade levels and specialty areas including special education, and remedial education.
- Utilizes technology as a means to further develop, align and implement curriculum, instruction and assessment.
- Statistically analyzes data for reports on student academic progress, teacher and administrator performance to formulate decisions and evaluations related to District curriculum, instruction and assessment.
- Communicates and interprets District assessment process and results to WRUSD Board, staff, parents, students and community stakeholders.
- Serves upon Superintendent Assignment as a resource person to all District staff.
- Facilitates professional growth and development as related to identified staff and student needs.
- Assists Superintendent with maintaining positive communication and supportive relationships with Governing Board and District personnel.
- Identifies, leads, plans, facilitates, guides and evaluates necessary pre-service and in-service training for District personnel.
- Works with building principals and administrators in staff development and other

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- needs related to enhancement of quality teaching and improved student learning
- Researches all new instructional materials, textbooks and methodologies for recommendations and possible adoption.
- Researches and reviews recommendations of principals regarding changes in courses or graduation requirements for possible approval.
- Maintains open and effective communication and professional relationships with District personnel.
- Responsible for inventory control and upkeep of equipment in assigned work area.
- Performs other duties assigned by the Associate Superintendent or Superintendent.
- Adheres to the requirements of State and Federal Laws and School District policies.

Physical Effort Office work and travel as required
Working Environment Normal office conditions

Supervision Given Exemplary School Staff, Administrative Assistant
Supervision Received Superintendent

The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent.

Supervisors signature

Date

Employees signature

Date

Board Approved: June 18, 2003