

CURRICULUM & INSTRUCTIONAL PROGRAM MANAGER

DEFINITION

Under the direction of the Executive Director of Educational Services, promote the success of classroom teachers by assisting with the implementation of the Career Technical Education Model Curriculum Standards. The Curriculum and Instructional Program Manager works with teachers in a non-evaluative role to provide instructional leadership, coaching, and building capacity in effective content delivery to increase academic achievement for all students and help to grow and sustain high-quality teaching. The Curriculum and Instructional Program Manager collaborates with the administrative team to design and deliver effective professional development opportunities directly related to teaching and learning. This position is a part of the SGVROP management team.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The duties listed below are intended to describe various types of work that may be performed. The omission of specific statements of duties does not exclude them if the work is similar, related, or a logical assignment to the position.

1. Provide support and assistance to all teachers in the full implementation of the SGVROP/ District's adopted curriculum through in-class coaching, modeling, training, classroom observations, and conferences.
2. Provide support to the instructor to maintain the integrity of the comprehensive program that ensures quality and engaging instruction.
3. Provide staff development to ensure that teachers will develop a learning environment that challenges all students to achieve career and college readiness.
4. Assist teachers in building interactive classroom environments focused on the content and learning strategies embedded in the comprehensive academic program.
5. Assist staff to interpret/analyze data to inform instructional decisions and program design.
6. Serve as a resource for teachers in all areas of research-based programs and assessments, including but not limited to teaching strategies, planning for and supporting a range of learners, Career Technical Education Model Curriculum Standards, ELD methodology, and instructional technology.
7. Assist grade/department-level and subject-matter teams in setting goals for improved instruction.
8. Assist teachers in preparation and pacing for instruction.
9. Participate in collaborative grade/department-level meetings to assist in the analysis and utilization of assessment data to improve student achievement.
10. Provide input based on the instructional focus of SGVROP and the school sites in regard to the school plan.
11. Meet regularly with the Educational Services team to review assessment data and to assess the outcomes of goals established by grade/department-level teams.

12. Participate in site leadership team meetings to review program progress and plan ongoing support for teachers.
13. Attend appropriate meetings, workshops, and conferences.
14. Participate in appropriate training to enhance self-growth.
15. Assist Educational Services with the organization of workshops for paraprofessionals, parent groups, and volunteers as it directly relates to teaching and learning.
16. Perform related duties as assigned that support the overall objective of the position.

MINIMUM QUALIFICATIONS:

The position requires the following:

Knowledge of:

- Interpersonal skills, using tact, patience, and courtesy
- District organization, operations, policies, and objectives
- Applicable laws, codes, regulations, policies, and procedures
- Curriculum standards, objectives, pacing guides, assessments, diagnostic techniques, prescriptive strategies
- Scaffolded lesson planning strategies
- Research-based teaching strategies
- Child growth and development
- Operation of a computer and instructional technology

Ability to:

- Communicate effectively both orally and in writing
- Present materials and methods in a training environment
- Establish and maintain cooperative and effective working relationships with others
- Work with adults in a collaborative coaching model
- Coach peers in a non-evaluative manner
- Meet schedules and timelines
- Prioritize and manage multiple tasks
- Provide a positive climate conducive to the attainment of high levels of performance by teachers and students
- Plan and teach lessons using research-based instructional strategies and methodologies
- Use a variety of resources
- Differentiate instruction to address the needs of all learners
- Use effective instructional practices
- Keep accurate and concise records
- Facilitate consensus
- Motivate students to value and enjoy learning

Education & Experience:

- Valid California teaching credential
- A minimum of five years of teaching experience at the secondary level, which may include at least three years of direct classroom teaching and up to two years of other relevant experience aligned to the position.

Other: Must possess a valid California Driver's License during employment. Must be insurable at standard rates and maintain such insurability during the course of employment.

HIGHLY DESIRED QUALIFICATIONS:

1. Postsecondary Degree
2. Designated Subject Supervision and Coordination Credential
3. Demonstrated experience in mentoring and/or instructional coaching to support teacher development and improve instructional practices.
4. Strong knowledge of and experience with CTE/ROP
5. Google Level 2 Certification

Pending Board Approval