



## **VACANCY ANNOUNCEMENT**

### **Director of Curriculum, Instruction, and Assessment Administrator @ District Office, 2023/24 School Year, 1.0 FTE**

#### **GENERAL DESCRIPTION:**

The Director plays a significant role in guiding efforts to improve student achievement districtwide through leadership in data analysis, coordination of district-wide curriculum alignment and adoption, organization of professional development, and collaboration with K-6 instructional coaches in partnership with district leaders. The director will also be responsible for managing all Title compliance including reporting, budgeting, monitoring of District Division 22 Standards, as well as assisting with the development and ongoing reporting of the District Improvement Plan, Strategic Plan, and Student Investment Account Plan. Candidates with administrative licensure may be asked to supervise and evaluate assigned staff.

#### **QUALIFICATIONS:**

- Must have teaching license in the state of Oregon, Administrative license preferred
- Minimum three years teaching experience
- Extensive understanding of curriculum, instruction, assessment, staff development, and program evaluation techniques
- Familiar with Federal programs
- Commitment to professional growth and learning
- Works cooperatively and communicates effectively with staff members and district leaders
- Excellent organization skills for effective task management
- Maintains confidentiality in performing assigned duties
- Skill in leadership and facilitation of work
- Ability to work both independently and cooperatively
- Demonstrated supervisory ability in observing, evaluating, and developing teachers and support staff
- Bilingual ability in language(s) appropriate to the District's student and parent demographics preferred

#### **PERFORMANCE RESPONSIBILITIES:**

- Organizes professional development for staff in-service days.
- Coordinates annual curriculum purchases including selection process, purchasing of materials, management of curriculum budget, and delivery of curriculum and resources.
- Plans, implements, and monitors budgets in areas of Teaching and Learning.
- Coordinates K-6 curriculum mapping and report card alignment.
- Provides non-evaluative feedback in peer observations.
- Support district coaches, grades K-12.
- Works with Technology Department to integrate technology into the instructional program.
- Provides leadership and support to building administrators through collaborative planning, professional development, coaching, school improvement planning and regular communication.
- Provides leadership in helping school administrative teams analyze data to inform best practice and develop systemic responses to improve academic and social growth for all students.
- Completes comprehensive needs assessment for Title programs.
- Completion of all tasks necessary to meet Title I-A, II-A, IV-A, and V requirements (budget management, budget narrative completion, and compliance documentation).
- Assists with the development of and reporting on the District Improvement Plan, Strategic Plan, and Student Investment Account Plan.
- Completes and monitors Division 22 Standards.
- Supports work toward attainment to Tillamook School Board of Directors goals.
- Attends and engages in monthly board meetings.
- Other duties as assigned.

~~~ *Tillamook School District 9 is an equal opportunity educator and employer* ~~~

## **TERMS OF EMPLOYMENT:**

- Estimated Start Date – August 2023 - Specific date dependent on final 2023/24 calendar adoption
- 1.0 FTE – 220-day contract
- Competitive salary to be negotiated
- Excellent fringe benefits
  - \$30/month fee for full family insurance (medical, dental, vision)
  - Monthly contributions to HRA VEBA to help offset out of pocket medical expenses
    - Total insurance benefit package of over \$21,000 annually
  - \$500/month cash stipend if you have other insurance and waive district insurance
- District paid employee contribution to PERS (*Public Employees Retirement System*)
  - TSD9 covers the full 6% for PERS retirement
- 403 (b) Supplemental Retirement Saving Opportunities
- Additional Compensation Options

**APPLICATION PROCESS:** Tillamook School District only accepts online applications. To apply go to [www.tillamook.k12.or.us](http://www.tillamook.k12.or.us), and click on 'Employment Opportunities' on the home page. All applicants will require a user account.

## **QUESTIONS:**

Hannah Snow Roberts, HR Coordinator  
2510 First Street  
Tillamook, OR 97141  
503-842-4414, ext. 1200  
[snowh@tillamook.k12.or.us](mailto:snowh@tillamook.k12.or.us)

Open: 03/15/2023

Close: 4/7/2023 or until filled

Posting #: 01A-24