

ADMINISTRATOR for PK-12 CURRICULUM, INSTRUCTION, AND ASSESSMENT



Teaching and Learning Department

Purpose:

The PK-12 Administrator for Curriculum, Instruction, and Assessment (CIA) accelerates the learning for every student by ensuring students, teachers, and principals have the resources and training needed to excel. In collaboration with other District administrators, the Administrator for CIA plans, develops, and coordinates the development, implementation, evaluation, of school curriculum, professional development, digital technologies, and instructional strategies to contribute to a comprehensive, rigorous, well-articulated PK-12 curriculum program.

Reports to: Executive Administrator for Teaching & Learning/Options Schools

Nature & Scope:

The PK-12 Administrator for CIA works in close collaboration with other PK-12 Administrators and with Executive Administrators under the guidance of the Executive Administrator for Teaching & Learning. In addition to curriculum, instruction and assessment, the position oversees AVID, CTE, Digital Curriculum, Library Services, and other District initiatives. The position oversees a cadre of TOSAs (Teacher on Special Assignment) and directs their work in supporting teaching and learning throughout the District's schools.

Essential Job Functions:

1. Conducts oneself in a manner that professionally and responsibly represents the District, ultimately in support of staff, schools, and the District's mission.
2. Collaborates with colleagues, engages in conversations in pursuit of the best outcomes, then unifies behind decisions made.
3. Leads extensive standards-based instruction and curricular development, ensuring full alignment between local and state standards.
4. Identifies evidence-based and innovative instructional methodologies and associated support technologies. In collaboration with the Teaching and Learning Department, the Information Technology Department, and school principals and teachers, cultivates a vision for digital and career-connected learning.
5. Provides leadership in the planning, organization, and coordination of curriculum and related instruction.
6. Remains expert on developments, trends, and implementation methods in social-emotional learning and digital classrooms.

7. In conjunction with the other PK-12 Administrators for CIA and Executive Administrators, ensures articulation of curriculum among elementary, middle, and high school programs.
8. Collaborates with Teaching and Learning administrators to ensure necessary resources to support principals' instructional leadership.
9. Focuses the alignment of professional development activities with District priorities to close the achievement gap, provide cultural relevance, and engage divergent learners, with a focused commitment to serving and addressing the needs of students furthest away from educational justice.
10. Creates, supports, and highlights successful approaches to curriculum, instruction, integration of technology, and classroom management.
11. Provides leadership in the implementation of state content and performance standards in all curriculum areas.
12. Coaches instructional leaders at the teacher and principal levels in support of the District's mission and Strategic Plan.
13. Assists in the authorship, implementation, and monitoring of grants.
14. Supports a system for implementation of state adoptions in the various subject areas and assists curriculum committees in formulating recommendations for District policies and procedures related to textbook adoptions.
15. Manages the budget development, implementation, and evaluation of curricular materials.
16. Ensures access to a high-quality relevant curriculum for all students including multilingual learners, students receiving special education services, students identified as talented and gifted, and other students with special needs or who may be furthest away from educational justice.
17. Supports implementation of District-wide Multi-Tiered System of Supports to include professional development for staff and identification of appropriate resources.
18. Provides expert advice, consultation, and assistance for development and implementation of new District programs that relate to curriculum, instruction, and assessment.
19. Serves as a spokesperson for curriculum, assessment, and instruction related matters. Advises the Superintendent and Board of Education on technology, curriculum, assessment, and instruction. Appoints school and District representatives to serve on various committees in and outside of the District.
20. Collaborates and communicates with parents, District personnel, school leadership and staff, outside organizations, community and regional stakeholders, and state and federal agencies in order to coordinate CTE and PK-12 activities and programs, resolve issues and conflicts, and exchange information.
21. Complies with all procedures outlined in the *Code of Professional Conduct* and *Annual Notices for Education Practitioners, Teachers, Support Staff, Administrators, Substitutes Handbook* and all other Beaverton School District Policies and Procedures.

The statements contained above reflect general details as necessary to describe the principal functions of this job but should not be considered an all-inclusive listing of work requirements. Individuals may at times perform other duties as assigned which could include work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

Required Qualifications:

1. Must have or qualify for an Oregon Administrative credential.
2. Must have at least four years experience in a supervisory capacity.
3. Must demonstrate experience in developing and delivering PK-12 programming that drives improved academic performance for all student populations, including those who may be furthest away from educational justice.
4. Must demonstrate a deep understanding of early learning, curricular frameworks, pedagogy, and quality classroom materials.
5. Must have experience developing and implementing curriculum for a wide variety of grade levels and subjects.
6. Must demonstrate strong knowledge of high-quality and developmentally appropriate instructional practices and the ability to lead others to implement these practices consistently across classrooms and school sites.
7. Must demonstrate thorough knowledge of effective instruction and knowledge of current theories of curriculum instruction and assessment.
8. Must possess excellent written and oral communication skills.
9. Must hold a valid Oregon or Washington driver's license.

Working Conditions:

The Administrator for PK-12 Curriculum, Instruction, and Assessment works primarily within an office building and frequently within school buildings. The work environment is often controlled and quiet, but the work environment will also frequently include moderate to loud noise. The work environment may include exposure to unpleasant interior temperatures, dirt, and communicable diseases.

Regular travel to all school sites will be required, as well as occasional statewide travel. Attendance at meetings or activities outside of the normal workday will also be required, including frequent, prolonged, and irregular hours, including evening/weekend time.

Work Year: 255 days

Bargaining Unit: Non-represented

FLSA Status: Exempt

Date Approved: June 2019

Date Revised: July 2024

The Beaverton School District recognizes the diversity and worth of all individuals and groups. It is the policy of the Beaverton School District that there will be no discrimination or harassment of individuals or groups based on race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, marital status, age, veterans status, genetic information or disability in any educational programs, activities or employment.