



18135 SE Brooklyn Street
Portland, OR 97236-1099
Telephone (503) 760-7990
FAX (503) 762-3689

**Centennial School District
Invites applications for the position of:**

Director of Curriculum and Student Learning

District Mission: *Collaborating in Community – Cultivating Equity – Inspiring Excellence*

District Vision: *Centennial School District builds authentic relationships with our diverse community that equitably engages and honors all voices. We intentionally implement rigorous, culturally relevant, and evidence-based practices to cultivate academic excellence for each student.*

Salary: \$131,947 (based on 2018-19 Salary Schedule)

Contract Days: 230

Opening Date: Monday, September 9, 2019 (open until filled)

The Centennial School District is seeking a proven Educational Leader to become the Director of Curriculum and Student Learning beginning November 1, 2019.

The position of Director of Curriculum and Student Learning is for the purpose/s of implementing and maintaining curriculum and assessment in conformance with District and State objectives; providing written support and/or conveying information; serving as a resource to other school personnel, the Board and other districts; maintaining adequate staffing to ensure objectives of programs and services are achieved within budget guidelines; as well as leading the District continuous improvement processes.

Minimum Qualifications:

Education: Masters Degree in Educational Administration or the equivalent, Curriculum & Instruction preferred. Oregon Administrator License required.

Experience: The successful candidate will have demonstrated successful school building leadership experience and culturally competent practices. District level leadership preferred.

Skills: Skills to manage personnel and programs, communicate effectively, and possess problem-solving skills.

Knowledge of curriculum, education codes, district policies and best practices.

Knowledge: Ability to provide directions to others and make independent judgments, keep and maintain accurate records, meet deadlines, communicate with individuals of varied cultural and educational backgrounds, communicate in oral and written form.

Ability: To speak a second language preferred. Abilities to sit for prolonged periods, lead and facilitate meetings, teams and workshops.

See Complete Job Description (attached) for full Experience, Skills, Knowledge and Abilities required for this position.

Applying:

To be considered for the position, applicants are required to submit application materials to the Human Resources Department. A complete application will consist of the following:

- 1) Centennial School District Administrator Application (download from District website, www.csd28j.org);
- 2) Letter of Interest;
- 3) Current Resume;
- 4) Three (3) Current Letters of Recommendation;
- 5) Copy of Oregon Administrative License (or verification of process to obtain a TSPC Oregon license);
- 6) Unofficial Transcript(s) of undergrad/grad coursework. If employed, the candidate will be required to submit official transcripts in sealed envelopes from the institution(s);
- 7) Writing Sample – Below are three (3) questions that will assist us in getting to know you. Please write to the extent you feel is necessary to cover the issues and express your beliefs.
 - A. Centennial School District has a board adopted equity policy built around the belief that "Race/ethnicity, economic circumstance, primary language and special needs do not predict academic success." How does this fit (or not) with your personal beliefs? How does it apply to the Director of Curriculum & Student Learning position?
 - B. The District is about to undertake a K-12 curriculum adoption for English/Language Arts. Describe the process you would use to accomplish this.
 - C. The District's K-5 Math adoption is implemented inconsistently across the District. A stated goal of the District is consistent implementation. What steps might you take to support more consistent implementation?

Two (2) Ways to Apply:

- 1) Email (preferred) – Applicants may submit materials to: shannon_burley@csd28j.org
- 2) Hard Copy Application – Applicants may submit materials, via hardcopy, to 18135 SE Brooklyn St, Portland, OR 97236

For Information Contact:

James Owens
Assistant Superintendent/Human Resources Director
18135 SE Brooklyn St
Portland, OR 97236
Phone: 503-760-7990

For Application Visit Office or Download:

18135 SE Brooklyn St
Portland, OR 97236
Shannon Burley, HR Secretary
Phone: 503-762-3641
www.csd28j.org

Centennial School District practices equal employment opportunity and treatment regardless of race, color, religion, sex, sexual orientation, national origin, marital status, age, veteran's status, genetic information, and disability if the employee is able to perform the essential functions of the position.

JOB DESCRIPTION - Administration

JOB TITLE: Director of Curriculum and Student Learning

Job Purpose Statement/s: The position of Director of Curriculum and Student Learning is for the purpose/s of implementing and maintaining curriculum in conformance with District and State objectives; providing written support and/or conveying information; serving as a resource to other school personnel, the Board and other districts; and maintaining adequate staffing to ensure objectives of programs and services are achieved within budget guidelines.

Essential Job Functions:

- Collaborate with District personnel and peers in other districts for the purpose of implementing and maintaining services and/or programs.
- Develop proposals and/or grants for the purpose of implementing new programs.
- Facilitate communication and coordination among instructional staff for the purpose of meeting curriculum and/or instructional objectives.
- Monitor projects, grants and programs for the purpose of ensuring that student performance complies with district, state and federal requirements.
- Prepare various reports and studies for the purpose of providing information to the Board, the Superintendent, other staff, and the public.
- Research various information (e.g. current practices, instructional materials, methods, curriculum guidelines, etc.) for the purpose of developing new programs and/or master plans.
- Supervise Title I, ELL/Title III, and Assessment Personnel for the purpose of carrying out objectives within areas of responsibility.
- Use data to analyze performance and plan curriculum, staff development and instruction in accordance with that data.
- Attend meetings as assigned for the purpose of conveying and/or gathering information required to perform function.
- Implementation of Title IIA, writing and submitting state reports, and overseeing the implementation of the Title plan.
- Facilitate curriculum materials adoption and implementation of aligned district curriculum K-12.
- Oversee coaching program across the district.
- Provide training and facilitate the implementation of the district's interim and formative assessments.

Other Job Functions:

- Assist other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Facilitate, organize and lead the planning and implementation of various district initiatives.
- Attend regularly scheduled Board meetings.

Job Requirements - Qualifications:

- Experience Preferred: Prior job related experience with increasing levels of administrative responsibility in curriculum and staff development, curriculum implementation and instruction.
- Skills, Knowledge and/or Abilities Required:

Skills to manage personnel and programs, communicate effectively, and possess problem-solving skills.

Knowledge of curriculum, education codes, district policies and best practices.

Abilities to sit for prolonged periods, provide directions to others and make independent judgments, keep and maintain accurate records, meet deadlines, communicate with individuals of varied cultural and educational backgrounds, communicate in oral and written form.

Licenses and/or Testing Required: Appropriate Administrative License; Criminal Justice Fingerprint Clearance.

Terms of Employment: Salary and work year (230 days) according to the current contract and school calendar.

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's Policy on Evaluation of Professional Personnel.