

ORANGE UNIFIED SCHOOL DISTRICT

ADMINISTRATOR, K-12 ACADEMIC CONTENT DESIGN

DEFINITION

Under direction of the Assistant Superintendent of Educational Services, responsible to plan, organize, manage, and coordinate the K-12 academic content design aligned to the Common Core State Standards (CCSS) ; to plan, organize, and coordinate the instructional program design and delivery systems related to 21st Century Learning (Critical Thinking, Creativity, Digital Literacy, and Technology) ; to plan, organize, design, and implement instructional programs and activities to ensure optimal academic achievement; to plan, organize, and direct research and development processes in the new Common Core State Standards, including educational curriculum maps, assessment, and curricular/instructional evaluation processes; to assist in the planning, development, and implementation of Board policies, administrative regulations, and the strategies for achieving District goals and objectives; and to do other related functions as directed.

DISTINGUISHING CHARACTERISTICS

This position classification requires subject matter expertise in academic content standards in grades K-12 and the Common Core State Standards, curriculum, instructional strategies and educational assessment & measurement. Directly related administrative and leadership experience is necessary to manage the District K-12 academic content design including teacher professional development. The job requires the ability to analyze, develop and offer alternative problem solutions to academic content design issues and concerns. Decisions are made by the incumbent that have a critical impact on the District goals, and the organization and administration of academic K-12 programs and services. The position classification has the responsibility for planning, assigning, reviewing, and evaluating the quality and quantity of work of professional, technical and clerical employees in implementing the instructional initiatives (Common Core State Standards). The incumbent frequently meets with teachers, support and administrative personnel, parents and community members to influence, motivate and monitor the result objectives of the K-12 academic content design and curriculum mapping. This position classification performs light work that involves sitting a portion of the time, but does require walking and standing for extended periods. This position requires accurate distinguishing of sound, near and far vision, depth perception, working with educational materials and objects, and providing and receiving oral information and direction.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

ESSENTIAL DUTIES

- Serve as an advisor and collaborator to District personnel pertaining to the various aspects of the K-12 academic content design and professional development, assessment and delivery systems.
- Provide leadership and expertise in assessing, identifying, formulating, and implementing the District instructional goals and objectives, especially related to the transition to Common Core State Standards and new SBAC assessments
- Plan, organize, develop, and implement the academic design goals and objectives, and establish communication feedback systems and processes for collaborating, monitoring and auditing functions and activities to ensure that priorities are pursued.

- Plan, organize, and coordinate the District curriculum and academic design, instructional strategy alignment, and the strategies and techniques for achieving optimal results for student learning.

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- Provide leadership, support, and assistance to staff, District personnel, and members of the educational community to effect thorough and complete communication.
- Plan, organize, and conduct research and assessment activities, including research and development, and assist in planning and forecasting of future academic design programs, and in the implementation of professional development.
- Plan, organize, and prepare a variety of management report K-12 Academic Content Design
- Plan, organize, and develop special funding grant applications, and seek out funding sources for academic design programs.
- Assist in the planning, organization, and implementation of the K-12 academic content design budget planning guidelines and expenditure control strategies..
- Provide leadership and expertise in guiding and advising District advisory committees and leadership groups.
- Assist in feasibility planning in determining procedures and guidelines that effectively resolve conflicts and assist in coalition building processes.
- Selects, trains, and evaluates performance of assigned subordinates.

QUALIFICATIONS

Knowledge of:

- Principles, practices, trends, goals, and objectives of public education;
- Philosophical, educational, fiscal, and legal aspects affecting school district academic content design and curriculum and instructional processes;
- Organization, management, planning, and evaluation strategies, techniques, and procedures;
- Curriculum, academic content design and assessment systems, including audit and evaluation processes that determine educational program effectiveness;
- Instructional and academic program forecasting, projecting, auditing, and the coordinating of a variety of information and data management, storage, retrieval, and dissemination systems;
- Research and development strategies, processes, and techniques;
- Human relationships, conflict resolution strategies, and procedures, and team management building methods and techniques;
- Instructional support programs, services and networks.

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Ability to:

Plan, organize, coordinate, train and evaluate the performance of personnel;

Plan, organize, and develop instructional service budget planning, and expenditure control processes and procedures;

Demonstrate leadership qualities and utilize motivational techniques and strategies in the development of an operational instructional mode that is cost effective and cost beneficial;
Evaluate and analyze complex problems, issues, and concerns, and recommend appropriate alternative solutions;
Communicate effectively in oral and written English;
Establish and maintain cooperative organizational, public, and educational community relationships.

EXPERIENCE AND EDUCATION

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

Experience:

Five years of experience in a responsible school or District administrative position performing education leadership and instructional support services and related functions.

Education:

Possession of a Master of Arts/Science or higher degree in educational administration, instructional supervision, curriculum, development and design, or closely related fields.

Certification Requirement

Possession of a valid California credential authorizing service as an elementary and/or secondary level administrator.

License Requirement

Possession of a valid California Motor Vehicle Operator's License.

Condition of Employment

Insurability by the District's liability insurance carrier.