



POSITION DESCRIPTION

Curriculum, Instruction and Assessment Specialist

POSITION TYPE

Certified

LOCATION

Southwest Technical Education District of Yuma District Office

I. General Description:

To promote the educational philosophy and objectives of the District and to provide leadership in developing, achieving, and maintaining the best possible educational program and instruction in accordance with the District's philosophy and objectives. To complete special projects covering a wide variety of areas as assigned by the Superintendent, recruit students into all STEDY programs and to direct all phases and procedures of the district curriculum, instruction and assessments.

II. Qualifications:

1. Valid DPS Fingerprint Card
2. Valid Arizona Department of Education Teaching Certificate
3. Minimum of five years of experience in education, at least three of which shall be in the classroom.
4. Knowledge of current trends in career and technical education
5. Demonstrates knowledge and understanding of curriculum development and program evaluation, effective instructional strategies, classroom management, learning assessment and diagnosis, and research related to learning.
6. Demonstrated leadership and ability to work effectively with groups and individuals; demonstrated skills in organizing ideas and presenting them with clarity and conciseness; demonstrated knowledge of performance evaluation procedures; demonstrated knowledge of a secondary level curriculum and programs with the ability to apply this knowledge to a variety of situations.
7. Demonstrates the ability to use electronic equipment for word processing, data management information retrieval, visual and audio presentations, and telecommunications.
8. Ability to interpret data.
9. Such alternatives to the above as the Governing Board may find appropriate and acceptable.

III. Duties and Responsibilities:

Provide leadership in the areas of curriculum, instruction and assessment as they relate to the district strategic plan.

- Identify the needs and support the development of curriculum, instruction and assessment-related materials for:
 - existing programs and for additional programs in the future (CTE standards, curriculum maps and resources)
 - the enhancement and expansion for existing programs and for additional programs in the future
 - program innovation, student learning and program effectiveness
 - a new central campus that encourages student participation and promotes economic success
- Provide professional development in the area of curriculum, instruction, assessment and program evaluation
- Provide leadership in the design and implementation of curriculum, instruction and assessment aligned with AZ State Career and Technical Education Standards
- Identify the needs and support in the construction and modification of a teacher evaluation instruments as needed
- Support teaching personnel in methods of teaching
- Perform teacher evaluations
- Data compilation and presentations regarding curriculum, instruction and assessments for sites and overall District
- Ensure district compliance with the Arizona Department of Education for all programs.
- Communicate effectively with multiple publics regarding curriculum, instruction and assessment.
- Plan conferences with teachers throughout the year to maintain open communication.
- Attend off campus meetings and conferences as necessary (ADE, etc.)
- Organize, attend and facilitate student recruitment into all STEDY Central programs.
- Other duties as assigned

IV. Status:

FLSA-Exempt

Certified/Reports to Superintendent/Administrator Evaluation

REPORTS TO

Superintendent

SALARY

Salary commensurate with experience - Full time positions will include benefits in accordance with district policies.

The Southwest Technical Education School District of Yuma (STEDY) is committed to a policy of nondiscrimination in relation to race, color, religion, gender, age, national origin, language of origin, disability, sexual orientation, gender identity or expression, or marital status. Unless expressly superseded by controlling federal or state

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statutes, regulations or court decisions, this policy will prevail in all matters concerning staff members, students, the public, educational programs and services and individuals with whom the Governing Board does business.