

Solano County
Office of Education

JOB TITLE: Program Manager - Curriculum, Instruction and Assessment

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

Provides technical assistance and instructional support to SCOE and District programs in areas related to student achievement, assessment and direct program supervision. Serves as the main instructional trainer or coach for assigned district programs. Plans, organizes and implements long and short term programs and activities designed to improve instruction and increase academic achievement of TK-12 students in Solano County, related to federal, state, and district initiatives.

JOB REQUIREMENTS AND QUALIFICATIONS

Required: Experience in an administrative position as an instructional leader at a school site. Experience in supervision and/or evaluation of site staff. A California Administrative Credential.

Desired: A master's degree in education or related field. Three years of instructional leadership, curriculum and instruction professional development and/or instructional coaching.

ESSENTIAL DUTIES

- Provides effective instructional practice and intervention structures to address student learning and implements plans for meeting district and school site goals.
- Uses research on high performing schools and applies methodologies and protocols to align instructional practice that create school cultures which focus on student learning.
- Develops professional development workshops and training sessions and makes various presentations.
- Plans, organizes, and implements the delivery of district support for the implementation of the California Common Core State Standards and Assessment K-12.
- Supports districts and sites to conduct instructional and learning observations at school sites, and attends related meetings.
- Provides technical expertise, information, and assistance including data analysis for the purpose of compiling reports on qualitative and quantitative trend analysis of student achievement and other effective school indicators.
- Establishes and maintains clear communication and cooperative working relationships with staff, clients, other agencies, and regional and state administrators.
- Maintains professional competencies in areas of assigned responsibilities.
- Creates and meets timelines for all projects.

10/19/15

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