

RIVERSIDE UNIFIED SCHOOL DISTRICT

TITLE: **DIRECTOR V, INSTRUCTIONAL SERVICES 7-12
(Certificated Management)**

WORK YEAR: **221 Days**

NON-WORK: **27 Days**

REPORTS TO: **Assistant Superintendent, Instructional Services K-12**

BASIC FUNCTION:

Under the direction of the Assistant Superintendent, Instructional Services K-12, provide leadership for the instructional program 7-12; and provide support to secondary schools in implementing District adopted curriculum, staff development, and instructional improvement programs; coordinate and supervise the curriculum development and textbook selection process, 7-12, and coordinate vocational education and partnership academies. Provide support to high schools in the area of high school reform.

REPRESENTATIVE DUTIES:

Supervise the development of standards, courses of study, brochures, catalogues, parent handbooks, manuals, and other instructional materials.

Monitor the implementation of District standards, 7-12.

Provide leadership services and support to building principals and teachers in implementing curriculum and instruction.

Provide curriculum information on topics related to instruction.

Coordinate and supervise the selection process for textbooks, 7-12.

Represent the District in matters related to 7-12 instruction to the general public and specific groups and individuals.

Prepare reports on various aspects of the District's 7-12 instructional program.

Participate in Cluster, Principal, Division and other meetings, as needed.

Coordinate the District's 7-12 instructional program with special programs.

Conduct scheduled visitations to the secondary schools, as needed.

Coordinate 7-12 staff development efforts to support curriculum and instruction.

Supervise, monitor and evaluate managers and teachers within the Instructional Services Department, 7-12.

Monitor programs related to instruction, including, the Mentor Teacher Program, K-12, and Independent Study/ Summer School.

Supervise and evaluate 7-12 department clerical staff.

Manage and monitor instructional budgets as assigned.

Collaborate with other departments within the Instructional Services division including Department of Educational Accountability, Special Education, Special Projects, Instructional Technology, LEP Services, Pupil Services, and Instruction, K-6.

EDUCATION AND EXPERIENCE:

Any combination equivalent to master's degree, site administrative experience, and recent professional development in the areas of instruction and curriculum.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment

PHYSICAL ABILITIES:

Seeing to read various materials.

Hearing and speaking to exchange information and make presentations.