



# DIRECTOR OF CURRICULUM, INSTRUCTION, AND ASSESSMENT

*Quincy's Promise: All students graduate from high school & are prepared for the next steps in their post-secondary education, career & life!*

## ABOUT THE DISTRICT

The Quincy School District has four elementary schools, one junior high, one alternative high school, and a 2A high school. The district has approximately 2,920 as well as 435 certificated and classified staff members. The district has a large minority student population; 88 percent are Hispanic, 0.1 percent Asian, and 0.2 percent African American. Our district strives to employ exceptional educators to serve our diverse population.

The Quincy School District encompasses 450 square miles of the Quincy Valley Area including George, WA. Quincy schools receive strong support from the community with voters recently passing a 108-million-dollar bond. The bond is funding a new high school, two elementary renovations, three elementary school gyms, and a middle school conversation / modernization.

Quincy is also home to the 2017 Washington State Teacher of the Year, enrichment teacher Camille Jones and the QSD School Board was selected as the WSSDA 2017-2018 School Board of the Year.

## KNOWLEDGE, SKILL, ABILITIES, AND ATTRIBUTES

- Maintains and strengthens working relationships with all stakeholder groups.
- Exhibits exceptional people skills, including the capacity to establish mutual trust, and delegate with confidence by developing potential and capacity in various stakeholders.
- Uses an inclusive participatory and collaborative decision-making approach.
- Exemplifies honesty, integrity, empathy and compassion; a servant leader.
- Ability to establish positive and cooperative relationships with an engaged community and work effectively with diverse constituents.
- Proven history of self-directed work, sound judgment, unquestioned integrity, and high ethical standards.
- Strong analytical skills with an ability to engage in system-wide thinking.
- Background in best practices and research-based methods in curriculum, instruction, and assessment.
- Ability to counsel with principals and teachers on matters of district-wide concerns in order to help them improve their effectiveness.

## ASSESSMENT

- Analyzes student and program related data for the purpose of providing information related to student and program achievement in order to evaluate program effectiveness and to provide information needed for strategic planning.
- Supervises the administration and analysis of all state and local testing programs within the district, including the creation of an annual district-wide assessment calendar.

## CURRICULUM AND INSTRUCTION

- Represents the District in meetings and conferences related to curriculum, instruction, and assessment.
- Facilitates the review and selection of textbooks and related instructional aides for providing effective instructional materials in order to meet District, state and federal educational standards.
- Coordinates the review/assessment of current curriculum to ensure that course/program is meeting intended objectives and requirements.
- Coordinates the Teacher Induction Program and district orientation programs and activities of new teachers and administrators.
- Prepares and administers the budget for instructional materials.
- Provides leadership with curriculum specialists in the development of curriculum guides, task analyses, and assessment items.

## CURRICULUM AND INSTRUCTION CONTINUED

- Participates in the development and evaluation of new curriculum. Conducts research and consults with all stakeholders in the design and development of new curriculum.
- Demonstrates an understanding of technology integration to transform instructional and curricula practices to enhance student learning.
- Works cooperatively with others to ensure horizontal and vertical alignment among programs.
- Understands how District programs and departments fit together to form a comprehensive instructional program (SPED, Title Programs, ELL, LAP, CTE).
- Integrates and balances mandated and discretionary reform efforts with organizational and staff capacity and with available time and resources.
- Coordinates professional development as it relates to curriculum, instruction, and assessment.
- Uses an array of disaggregated student learning data to promote achievement, growth, and high standards for all students.
- Oversees the District K-12 Enrichment and Highly Capable Program.
- Oversees the District AVID program.
- Other Duties as Assigned.

## EDUCATION, CERTIFICATION, AND EXPERIENCE

- Master's Degree in Educational Administration, Educational Leadership or related field required.
- Valid Washington State Administrative Credential (or eligibility to obtain one) required.
- Successful experience as a building and/or district level administrator required.
- Successful experience as a classroom teacher required.

### APPLICATION REQUIREMENTS

District online application  
 Letter of interest  
 Resume  
 Transcripts  
 Three letters of recommendation  
 Three Confidential References

### TIMELINE

Application Window:  
 February 2nd-27th, 2018  
 or until filled  
 Interviews are scheduled for  
 March 7, 2018  
 Contract start date July 1 2018

### COMPENSATION

1.0 FTE 215 Day Contract  
 \$105,935-\$118,781 (18-19 pay scale  
 is based on experience)  
 Competitive benefits package