

The Director of Early Learning and Curriculum will provide leadership and vision in the ongoing planning, implementation, development, direction, review and evaluation of the District's early learning curriculum. The Director will ensure that organizational systems and academic programs are established to ensure all students are future ready. The Director will ensure that the district/school education objectives are aligned to state frameworks and to instructional practices that meet Kyrene School District's high standards of student achievement and instructional excellence. The Director shall serve as the leader and resource person for a team of early learning curriculum facilitators responsible for the design and implementation of District curriculum guides and aligned assessments for grades PreK-3. The Director of Early Learning and Curriculum works in a supportive and collaborative role with staff in all departments in order to support school and student success.

### **Chain of Command**

The Director Early Learning and Curriculum reports to the Executive Director of Academic Equity and Excellence.

### **Competencies of the Director of Early Learning and Curriculum**

The Director of Early Learning and Curriculum shall possess deep knowledge of local, state and federal curriculum and assessment requirements as well as current policy related to Arizona Academic Standards. Additionally, listed below are the leadership competencies required for this position:

- **Accountability-** Holds self and others accountable for measurable high-quality, timely, and cost effective results. Determines objectives, sets priorities, and delegates work. Accepts responsibility for mistakes.
- **Communication:** Effectively communicate to audiences in diverse situations through strong written and verbal communication skills.
- **Conceptual Thinking-** Sees patterns and links among seemingly unrelated things.
- **Developing Others-** Develops the ability of others to perform and contribute to the organization by providing ongoing feedback and by providing opportunities to learn through formal and informal methods.
- **Innovation-** Develops new insights into situations; questions conventional approaches; encourages new ideas and innovations; designs and implements new or cutting edge programs/processes.
- **Problem Solving-** Identifies and analyzes problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions; makes recommendations.
- **Resilience-** Deals effectively with pressure; remains optimistic and persistent, even under adversity. Recovers quickly from setbacks.
- **Results Oriented-** Drives towards achievement of challenging goals, through a disciplined approach to work, using risk analysis, aligning strategy and mission, and regularly reviewing key measures of results.
- **Transformational Leadership-** Assumes leadership of a group to rapidly address the need for change within an organization.
- **Vision-** Takes a long-term view and builds a shared vision with others; acts as a catalyst for organization change. Influences others to translate vision into action.

## Essential Duties

- Serve as a lead of the Early Learning department and as a contributing member of the Academic Equity and Education team and on assigned committees.
- Responsible for ensuring all Preschool through third grade students have access and are offered an academic program and aligned assessments that prepares them for future success.
- Responsible for ensuring that there is an appropriate and logical alignment between the District's academic program, curricula, assessment, and the district, state and federal accountability programs.
- Develop and implement structures for appropriate and logical alignment between the District's academic program, curricula, assessment, support services, professional development and the district, state and federal accountability programs.
- Supervise and guide the work of the development, implementation, alignment, and evaluation of district-wide curriculum guides and assessments. instructional programs?
- Conduct ongoing needs assessments, collect and analyze data, and use pertinent data for the continual evaluation and improvement of teaching and learning programs/systems inclusive of collecting and utilizing feedback from staff, families, students, and community members.
- Collaboratively develop goals and implement short and long-range plans for Multi-Tiered Systems of Support in alignment with the district's strategic plan.
- Communicate information and collect and utilize feedback about curriculum, assessments, teaching and learning initiatives, and instructional programs with both internal and external stakeholders.
- Work collaboratively with internal and external stakeholders to ensure horizontal and vertical alignment among academic programs.
- Cofacilitate collaboration and professional development opportunities for district directors, certified coordinators, and school leaders.
- Lead in the selection, adoption, evaluation, and life cycle management of district-wide curricula, resources/materials and programs to support teaching and learning.
- Serve as a lead member of the District Curriculum Council.
- Review and recommend Board policies related to the areas of responsibility, cooperatively develop guidelines/procedures, and implement strategic plan initiatives.
- Manage budgets for curriculum and instructional programs.
- Supervise, evaluate and lead staff, as outlined in the District organizational chart.
- Attend Board meetings and other leadership and community meetings upon request to serve as a resource and to lead presentations of information and/or recommendations.
- Serve as a liaison and have active involvement with professionals at the local, state, regional, and national levels.

**Minimum Qualifications**

M.A.Ed. in Curriculum and Instruction and/or Education Leadership

Knowledge and experience in the development and evaluation of curriculum and assessment

**Preferred Qualifications**

Ph.D. in Curriculum and Instruction, Education Leadership or related field

Experience and demonstrated success as a district leader

Experience and demonstrated success as a school principal or assistant principal

**Licensing/Certification Requirements**

Current Arizona Principal certification or other administrative certification, or eligibility for Arizona certification

Valid AZ Fingerprint Clearance Card

**Revised Date**

2.3.2023