Executive Director of Curriculum, Instruction & Digital Learning

Chicago, Illinois, United States | Chicago Public Schools | Full-time

Chicago Public Schools (CPS) is the third largest school district in the United States, serving over 350,000 students in 600+ schools and employing nearly 36,000 people, most of them teachers. CPS has set ambitious goals to ensure that every student, in every school and every neighborhood, has access to a world-class learning experience that prepares each for success in college, career and civic life. In order to fulfill this mission we make three commitments to our students, their families and all Chicagoans: academic progress, financial stability and integrity. Six core principles are embedded within these commitments – student centered, whole child, equity, academic excellence, community partnership, and continuous learning.

Reporting the Chief of Teaching & Learning, the Executive Director of Curriculum, Instruction & Digital Learning (CIDL) is a leadership role within the Office of Teaching and Learning. The ideal candidate is a highly-effective, organized and flexible leader and digital innovator. The Executive Director of Curriculum, Instruction and Digital Learning will leverage their experience and expertise in the areas of digital curriculum design, technology integration, change management and district-level strategic planning to facilitate the implementation of the district’s Curriculum Equity Initiative (CEI).

The Executive Director of Curriculum, Instruction & Digital Learning is accountable for the following responsibilities:

- Serve as CPS’ expert in instructional technology and digital curriculum design/implementation.
- Oversee the development of CPS’ custom, digital, PreK-12 curriculum, including teacher, student and parent user experiences (UX).
- Set the vision and strategy for the CEI and oversee the effective, district-wide implementation of the curriculum.
- Serve as the face and voice of the CEI, internally and externally - promoting the work, forging partnerships and securing funding, as needed.

- Oversee the CIDL Department - effectively coaching, engaging and motivating team members who are responsible for the production, implementation, management and evaluation of the curriculum.

- In collaboration with external partners, plan and direct an evaluation program for the curriculum and associated implementation effort.

- Initiate and maintain a high-performing network of thought partners to support the continuous improvement of the CEI.

- Work with senior leadership to affect the change required at all levels of the organization to drive utilization of student-centered, digital curriculum.

- Model the routine, intentional and effective use of technology in daily work, including communications, organization and management tasks.

- Keep abreast of the industry trends and best practices in digital curriculum and instructional/educational technology.

- Establish a succession planning and development model for CIDL that empowers all team members and drives continuous improvement and increased utilization of the product (curriculum).

- Performs additional duties as assigned.

**Type of Education Required:**

- Graduation from an accredited college or university with a Master's Degree in Education, Education Technology, Information Technology, or a related field of study. PhD preferred.

- Illinois (or reciprocal) Teaching Certificate, preferred.

- Illinois Type 75 Administrative Certificate, preferred.

**Type of Experience Required:**

- Minimum five (5) years of district-level leadership experience (as FTE or consultant).

- Minimum five (5) years of experience designing and/or implementing digital curriculum.
- Minimum five (5) years of instructional experience in K-12 Education (large urban setting preferred).

- Minimum five (5) years of leadership/administrative experience in K-12 Education preferred.

- Minimum three (3) years of direct experience in educational technology or digital media.

- Experience in planning and monitoring project portfolios with large financial, procurement and budgetary implications.

- Evidenced success in leading culturally and educationally-diverse teams.

- OR an equivalent combination of training and experience.

**Knowledge, Skills, and Abilities Required:**

- Knowledge of instructional technology theory and practice.

- Ability to use technology effectively and efficiently in a variety of circumstances (classroom, meetings, etc.).

- Knowledge of teaching and learning processes, practices and research.

- Knowledge of professional learning practices and standards.

- Ability to lead and effectively communicate with teams to focus resources (both human and financial) toward achievement of expected results.

- Ability to facilitate group processes in consensus building, conflict resolution, planning and decision-making.

- Knowledge of educational standards, including but not limited to Common Core State Standards, NGSS, MTSS and WIDA ELD standards.

**Residency Requirement:**
As a condition of employment with CPS, employees are required to live within the geographic boundaries of the City of Chicago within six months of his or her CPS hire date and maintain residency throughout their employment with the district.