40857 EXECUTIVE DIRECTOR, CURRICULUM AND INSTRUCTION

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ACADEMICS
Traditional 235 work days
FTE: 1.0
Salary Range: Commensurate with experience

**Essential Functions and Objectives:**

The Executive Director of Curriculum and Instruction is a key member of an academic leadership team who is tasked with ensuring that every student, every day, receives a high-quality personalized learning experience that prepares him or her for success in life. This leader will monitor, direct, and coordinate the development of the district’s instructional vision in deep collaboration with the Associate Chief of Academics. This leader will report directly to the Associate Chief of Academics and is responsible for the following Curriculum and Instruction teams: Language and Literacy; Mathematics; Science, Social Studies, STEM and World Languages; Arts & Physical Education; and Educational Technology and Library Services. This leader will also be responsible for fostering collaboration among other DPS departments such as English Language Acquisition, Professional Learning, Assessment, Reporting and Data Services, Student Services, Portfolio Management and Schools, Human Resources, and Finance and Operations, ensuring that work streams are well-aligned and that schools receive the highest quality supports. In collaboration with Curriculum and Instruction directors, this leader will set a compelling vision and develop the annual strategic goals and priorities such that the department’s work significantly advances the goals of the Denver 2020 Plan. This leadership position requires an exceptionally strong, inspirational leader who can orchestrate a team to execute with excellence.

- Live the DPS Shared Values of *Students First, Integrity, Equity, Collaboration, Accountability*, and *Fun* by providing vision, leadership, and strategic direction to the Curriculum and Instruction department. Work to develop and implement a departmental strategic plan that is aligned with the district’s academic goals defined in the Denver Plan 2020. Relentlessly inspire, motivate, and challenge the Curriculum and Instruction teams to execute with excellence.
- Ensure that the teams within the department are working in a cohesive manner to successfully implement the Colorado Academic Standards and Common Core State Standards (CCSS) in DPS elementary, middle, and high schools.
- Lead the Curriculum and Instruction teams to develop and deliver curricular and instructional programs and services for all content areas that are based on best practices and are aligned with the Standards. Products and services must be of exceptional excellence and relevant to and desired by school-based educators. Foster a culture of delivering instructional materials and services that will measurably improve student learning outcomes.
- Oversee the content and quality of professional learning so that teachers and principals have the knowledge, skills, and resources to deliver effective academic programming that is aligned with standards and assessments. The programs offered by Curriculum and Instruction should motivate teachers and principals to innovate and execute with excellence so as to accelerate student achievement and close opportunity gaps between racial, ethnic and economic groups.
- Encourage cross-functional collaboration by communicating effectively and sharing knowledge and expertise with other members of the Academic Leadership Team and creating intentional and deliberate partnerships with English Language Acquisition and Student Services.
- Develop systems to communicate and collaborate effectively with other DPS departments, particularly the Instructional Superintendents and schools. Engage the Instructional Superintendents within the Academic organization to enthusiastically support the implementation of academic programming, particularly the Colorado Academic Standards and CCSS and associated curriculum, assessments, and educator supports.
- Act as a spokesperson and champion to the community on DPS curricular programs, as needed.
- Remain knowledgeable and up-to-date on research and best practices regarding leadership and management, implementation of standards, adult learning, and student assessments.
- Lead the Curriculum and Instruction department’s budget initiatives. This includes overseeing budget preparation, approvals, tracking, and the proper use of internal controls.
- Strategically manage multiple grants and relationships with grant funders, as needed.
- Perform other related duties, including special projects, as requested by the Associate Chief of Academic or a designee.

Knowledge, Experience & Other Qualifications:

- Progressive education administrative experience and/or leadership experience at an influential decision-making level.
- Strong knowledge of standards-based curriculum and instruction across content areas and experience implementing standards-based curriculum and instruction.
- Experience developing and implementing a departmental/unit strategic plan.
- Demonstrated experience leading multiple large teams and building strong working relationships and collaborative structures among them.
- Passion and experience in increasing student achievement and closing opportunity gaps in racial, ethnic, and economic groups.
- Skill in leading, planning, managing and monitoring large and complex programs.
- Strong knowledge of federal, state and local laws, regulations and practices related to instruction.
- Strong communication and persuasive abilities, including verbal, written and presentation skills.
- Human relations skills including ability to work well with diverse populations, community organizations, funders, and other advocacy groups.
- Strong problem-solving skills.
- Ability to manage budgets across funding streams to ensure alignment to mission and vision.
- Proficiency in Microsoft Office products (Word, Excel, Powerpoint, Outlook).
- Works with a sense of urgency.
- Has a relentless focus on achieving equity.
- Is self-reflective with a growth mindset.
- Can embrace risk, fail forward, and pivot to capitalize on opportunities.
- Believes in authentic student-centered collaboration and productive conflict.
- Sees the glass half full...not half empty.
- Is a self-directed agent of his/her own learning.
- Has solid knowledge of effective instructional programs and methodologies.
- Has solid knowledge of adult learning and how to build the capacity of educators and school leaders.
- Has profound knowledge and understanding of issues and concerns related to public education and the administration of a large, diverse urban school district.
- Understands outcome-based performance evaluation of programs and services.
- Demonstrates knowledge and understanding of student assessment and data collection and their use in optimizing the learning experience for students.
- Demonstrates an ability to be a team player and collaborate with others on challenging and time sensitive projects.
- Demonstrates an ability to meet deadlines and work in a highly organized manner.
- Demonstrates an ability to work in a complex, dynamic and ambiguous environment.
- Demonstrates an ability to think strategically and execute with excellence.
- Principal Licensure and/or Type D preferred but not required.
Education Requirements:

- Bachelor’s Degree required.
- Master’s degree in an education discipline; doctoral degree preferred.

About Denver Public Schools:

Denver Public Schools is committed to meeting the educational needs of every student with great schools in every neighborhood. Our goal is to provide every child in Denver with rigorous, enriching educational opportunities from preschool through high school graduation. DPS is comprised of nearly 200 schools including traditional, magnet, charter and alternative pathways schools, with an enrollment of more than 90,000 students.

Under the leadership of Superintendent Susana Cordova and guided by the tenets of The Denver Plan, DPS has become the fastest-growing school district in the country in terms of enrollment and the fastest-growing large school district in the state in terms of student academic growth. Learn more at dpsk12.org.

Denver Public Schools is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, age, disability, or any other status protected by law or regulation. It is our intention that all qualified applicants be given equal opportunity and that selection decisions be based on job-related factors.