



Sumner Bonney Lake School District

An Equal Opportunity/Affirmative Action Employer

Director of Secondary Curriculum

Compensation & Representation:

The Director of Secondary Curriculum is a certificated administrator position represented by the Sumner Principals and Directors Association (SPDA) and compensated according to the SPDA Salary Schedule.

Specific Job Requirements:

- Possession of a valid Washington State Teaching Certificate.
- Possession of a valid Washington State Administrative Certificate or Program Administration Certificate.
- Doctorate acceptable as alternative to administrative certification..
- Assistant Principal or Principal experience preferred.
- Minimum of five years successful teaching experience required, secondary education preferred.
- Expertise in teaching or administration in a standards-based, high student-engagement, technology rich environment.
- Minimum of three years experience leading adults in district curriculum functions.
- National Board certification, GLAD or SIOP training preferred.

General Job Requirements:

- Knowledge of theory, strategy and best practice in teaching and learning, including instructional technology.
- Demonstrated success in developing systems to meet student learning challenges related to curriculum.
- Demonstrated skill in human relations and conflict resolution.
- Demonstrated skill in organizing and managing.
- Demonstrated skill in oral and written communication.
- Demonstrated skill in establishing and maintaining strong and effective working relationships with administrators, staff and the public.
- Demonstrated ability to facilitate and promote collaborative decision making. · Demonstrated ability to prioritize, meet deadlines, maintain confidentiality, analyze complex situations and synthesize diverse information.
- Demonstrated ability to provide positive and enthusiastic leadership and strategic direction.
- Established pattern of professional growth.

Essential Job Functions:

The performance elements listed below are for illustrative purposes only and do not reflect an all inclusive scope of responsibilities:

- Lead and/or facilitate training in content areas as designated with district staff, leading

them through adoption processes and assisting with implementation of adopted materials.

- Align district curriculum, lead committees to develop frameworks and pacing guides and maintain electronic systems for staff access.
- Support the development, implementation, and interpretation of common assessments and assessment calendars.
- Assist teachers in understanding how to use assessment data to guide instruction. •
- Understand current state and district graduation requirements for all subjects and think flexibly and interdependently to develop student programming.
- Support principals in ensuring fidelity with the adopted scope and sequence and application of best practices in instruction and assessment.
- Assist teachers in developing skills in differentiation of instruction.
- Be an active and collaborative member of the district Instructional Services team.
- Maintain communication between and among teachers, principals, and Instructional Services Department.
- Demonstrated commitment to continuous learning in the fields of curriculum, assessment, instruction and instructional technology, and professional development.
- Background in Explicit Instruction preferred.
- Exhibit multicultural and ethnic understanding and sensitivity with the capability to communicate effectively with all cultural groups in the Sumner-Bonney Lake School District.
- Strong organizational skills and ability to create and sustain processes and procedures.
- Understanding of thinking skills and Habits of Mind.
- Demonstrated ability to develop, implement, and monitor multiple, complex projects simultaneously.
- Exemplary speaking, writing and technology skills.
- Understanding of the Washington State Learning Standards and graduation requirements for students.
- Demonstrated record of positive human relations, communication skills and the ability to lead others in a collaborative manner.
- Demonstrated ability to establish and maintain ethical and professional relationships between the district and outside vendors and agencies.
- Other duties as assigned by the Executive Director.
- Participate in staff and department meetings.
- Work collaboratively within the professional learning community of the school and district.
- Learn new procedures quickly, flexibly and adaptably.
- Must be able to perform the essential functions of the job with or without reasonable accommodations.
- Ability to relate effectively with parents, staff, students, vendors and the public in a multicultural and multiracial community.
- Reports to work with regular and reliable attendance and punctuality.
- Upholds board policy, district and building policies and goals.
- Inspects school or district facilities for the purpose of ensuring that the site is suitable for safe operations, maintained in an attractive and clean condition, and/or identifying necessary repairs due to vandalism, equipment breakage, weather conditions, etc.

Working Conditions:

Good working conditions. Occasional exposure to weather. Moderate physical demand, occasionally required to lift and carry objects weighing up to twenty-five (25) pounds and push/pull with up to fifty (50) pounds of force. Must be able to stand and sit intermittently for up to 2 hours per day. Must be able to walk up to 500 feet at a time and climb stairs as needed.

Alternatives to the above requirements and desirable qualifications may be made as the District finds appropriate and acceptable. It is understood that the District has a right to transfer and assign employees to best fit the needs of the District.

The District operates on a fiscal year from September 1st through August 31st. Those employees who do not work the full year are paid over a 12-month period. This means that during the school year the monthly pay warrants will be approximately 1/12 of the school year earnings, which allows the employee to receive a pay warrant during the summer months.

The Sumner-Bonney Lake School District will make “reasonable accommodation” as a change or adjustment to a job or work environment that allows a qualified individual with a disability to satisfactorily perform the essential functions of a particular job, and does not cause undue hardship for the employer.

The Sumner-Bonney Lake School District does not discriminate in any programs, services or activities on the basis of sex, race, creed, religion, color, national origin, age honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental or physical disability, or the use of a trained guide dog or serving animal by a person with a disability. The district provides equal access to the Boys Scouts of America and other designated youth groups.

The Sumner-Bonney Lake School District will also take steps to assure that persons without English language skills can participate in all education programs, services and activities. For information regarding translation services or transitional bilingual education programs contact the Director of Student Services.

The following employees are designated to handle questions and complaints of alleged discrimination: Title IX/RCW 28A.640 Compliance Officer Adrienne Chacón, Director of Human Resources, adrienne_chacon@sumnersd.org; ADA Coordinator, Diana Thomas, Director of Human Resources, diana_thomas@sumnersd.org; Section 504 Coordinator Karen Finigan, Executive Director of Special Services, karen_finigan@sumnersd.org; 1202 Wood Avenue, Sumner, WA 98390.

The Sumner-Bonney Lake School District will also take steps to assure that national origin persons who lack English language skills can participate in all education programs, services and activities. For information regarding translation services or transitional bilingual education programs, contact the Executive Director Special Services at 1202 Wood Avenue, Sumner WA 98390 or 253.891.6025.

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