

## JOB DESCRIPTION

January 2026

Placer County Office of Education  
1400 W. Stanford Ranch Rd.  
Rocklin, CA 95765

### **DIRECTOR, CURRICULUM AND INSTRUCTION**

#### **General Purpose:**

A Director, Curriculum and Instruction is responsible to the County Superintendent and works under the direct supervision of the designated manager. The Director, Curriculum and Instruction provides leadership and oversight for curriculum, instruction, professional development, and the unique educational needs of students K-12 across Placer County Office of Education (PCOE) programs, selected school district sites, and partner institutions. The Director guides instructional improvement efforts, supervises program implementation, and ensures alignment with state and federal expectations. This is a certificated management position.

**Essential Functions and Responsibilities** include the following. Other duties may be assigned as required:

- Leads, oversees, and evaluates the development and implementation of Universal Design for Learning professional development and coaching.
- Provides strategic direction for the design, implementation, and monitoring of systemic instructional strategies.
- Directs instructional and learning supports at all levels of the Multi-Tiered System of Support framework.
- Establishes and maintains collaborative, solutions-oriented communication and working relationships with educators, Local Education Agencies, and stakeholder groups.
- Leads meeting and group processes for a wide range of educational audiences and purposes.
- Directs the design, coordination, and delivery of coaching systems and professional learning to improve student and educator performance.
- Builds and sustains reflective, collaborative partnerships with teachers, site administrators, and district leaders.
- Oversees curriculum development, instructional strategies, and all aspects of professional development in multiple content areas.
- Directs local, regional and statewide coaching professional development and Professional Learning Communities.
- Writes, implements, and manages local, regional, state, and federal grants that support instructional programs and initiatives.
- Directs the implementation of local, regional, and statewide instructional projects on behalf of PCOE.
- Develops, monitors, and manages budgets for instructional programs, grants, and initiatives to ensure fiscal accountability and compliance.
- Oversees grant reporting, evaluation processes, and required documentation to ensure alignment with grant objectives and expectations.
- Supervises and supports staff who assist teachers and administrators with curriculum development, instructional practices, assessment analysis, and professional development.

**Minimum Qualifications:**

**Employment Eligibility:**

- Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

**Education:**

- A Bachelor's degree in a job related area is required.
- A Master's degree in education or related field is preferred.

**Experience:**

- Experience leading the development and evaluation of professional development programs.
- Elementary, Middle School and/or High School instructional leadership experience.
- Experience supervising instructional staff or teams.
- Demonstrated history of successful leadership and mentoring in instruction, curriculum, and professional learning.

**Knowledge, Skills and Abilities:**

- Knowledge of Professional Learning Communities and Multi-Tiered Systems of Support.
- Knowledge of Universal Design for Learning.
- Knowledge of principles and practices of instruction, curriculum, professional development and assessment.
- Skills and ability to express ideas and concepts clearly and concisely in oral and written form.
- Ability to analyze complex instructional issues, create strategic action plans, and guide implementation efforts.
- Ability to work independently and as part of a team.
- Ability to organize and oversee large amounts of data, multi-site program development and multiple training systems.
- Ability to establish and maintain cooperative and professional working relationships with individuals, groups and public and private agency personnel.
- Ability to motivate, challenge and guide others in the improvement of educational goals.
- Ability to plan, organize and lead large-scale trainings and initiatives.
- Ability to maintain and improve professional skills and knowledge.
- Ability to work for periods of time analyzing data, research, and program evaluation.
- Ability to meet expectation identified in management evaluation.

**Required Testing:**

- None

**Certificates & Licenses:**

- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.
- Must possess a valid California teaching credential based upon a bachelor's degree and student teaching.
- Must possess a valid California Administrative Services Credential or Certificate of Eligibility (COE) for a California Administrative Services Credential.
- Must possess or have the ability to obtain an English Learner authorization equivalent to a CLAD.



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### Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

### Work Environment:

- Work is performed in an office or school environment, continuous contact with staff, and representatives of other agencies. Travel within Placer County, surrounding counties, and across the state is required.

### Physical Requirements:

- The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, fingering and/or feeling.
- Manual dexterity to operate a telephone and enter data into a computer.
- Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation.
- Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation.
- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation.
- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation.
- When applicable, facility to determine and differentiate colors with or without reasonable accommodation.
- When applicable, facility to drive an automobile or to arrange a consistent method of transportation.

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary.

**FLSA Status:** Exempt

**Employee Group:** Management

**Salary Grade:** Level 7

Reviewed and Approved:

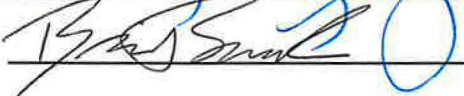
Superintendent:



Date:

1/16/26

Human Resources:



Date:

1/14/26