



# SPA

**Contra Costa School of  
Performing Arts**

[www.cocospa.org](http://www.cocospa.org) • 925-690-8600

**Job Title: Director of Curriculum and Instruction**  
**Category: Certificated/Classified**  
**Work Year: 215 Days**  
**Supervisor: Principal**

### *About SPA*

The Contra Costa School of Performing Arts (“SPA”) is a tuition free, public, independent charter school located in Walnut Creek, CA. Founded in 2015 and opening doors to our first students in 2016, the school now serves grades 6-12. The mission of Contra Costa School of Performing Arts is to provide a distinguished, pre-professional experience in performing arts within a college and career preparatory setting. We believe in fostering a culture of excellence with the core values of rigor, relevance, resilience, and relationships.

### *Role Summary*

The position of Director of Curriculum and Instruction will work in collaboration with the Principal to implement the mission of SPA, specifically focused on providing strategic direction and leadership to improve student outcomes and obtain consistently high achievement results. The Director will coach and mentor teachers to achieve instructional excellence and ensure that the curriculum is highly effective, pedagogically sound, and aligned with our core values.

### *Key Responsibilities*

- Support the Principal in the recruiting, vetting, and hiring of all teachers
- Support the Principal in supervising and evaluating teachers
- Support the planning, development, field-testing, and evaluation of curriculum
- Evaluate and monitor instruction to ensure it is meeting the established objectives and metrics
- Guide the staff in the process of using relevant data to arrive at informed choices in making and adjusting instructional decisions and practices
- Oversee instructional materials acquisition and implementation
- Oversee creation and maintenance of all course descriptions and ensure appropriate “a-g” approval
- Monitor teacher syllabus creation and publication
- Support the Principal in managing the WASC cycle including implementation of the action plan
- Manage the Learning Management System
- Assist in the creation and implementation of a professional development plan
- Support teacher/grade level teams in developing rigorous project based instructional units that integrate content
- Ensure curricular alignment with CCSS and charter goals

- Conduct assessment and analysis to identify new development needs and recommend training methods accordingly
- Participate in and inform the adoption (and subsequent staff training) of instructional materials, textbooks, and educational technology
- Gather, analyze, and archive student assessment data to identify areas needing improvement
- Collaborate in the creation and implementation of intervention systems (MTSS)
- Source professional partnerships for curricular enrichment or training
- Facilitate the formal teacher Induction Program including mentoring all participating teachers
- Maintain in-depth and up-to-date knowledge of the related field
- Provide general and targeted instructional coaching
- Orchestrate course completion and credit recovery programming (both during the regular school year and summer school)
- Oversee the English Learner program including compliance and reporting
- Implement a robust benchmark assessment program
- Oversee all school assessments including but not limited to the following:
  - CAASPP
  - CAST
  - Physical Fitness
  - NWEA MAP
  - ELPAC
- Support the management of school data disaggregation, analysis, and directed application
- Work with the administration to develop and maintain applicable SPA Handbooks
- Write and submit newsletters, grant applications, reports, and other documents as directed
- Teacher classroom observations
- Staff evaluations as designated
- Governance participation as directed by the Executive Director
- Attend school and community events as directed
- Support, collaborate, and cross-train with the administrative team
- Other duties as assigned

### *Qualifications*

- Minimum Bachelor's degree from an accredited four-year college or university
- Track-record of high achievement in student programming and administration
- Possession of valid Administrative Services Credential
- Experience as a classroom teacher highly desirable