



Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title: **Assistant Director Curriculum & Instruction**

Job Family: **Administrative**

Prepared/Revised Date: **January 30, 2026**

FLSA Status: **Exempt**

Pay Range: **A/P Schedule, Grade M**

Job Code: **10414**

Days: **260**

SUMMARY: Responsible for providing strategic leadership and administrative oversight for the development, implementation, and evaluation of the district's K-12 academic programs. Ensure that all students have access to high-quality instructional materials (HQIM) and evidence-based pedagogical practices. Serve as the Curriculum & Instruction department's lead for Multi-Tiered System of Supports (MTSS). Ensure that instructional vision is translated into classroom reality, fostering academic excellence and equity for every student.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Frequency of duties, percent of time and work year may vary based on department or building assignment. This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the supervisor.*

1. Serve as the primary bridge between the Curriculum & Instruction department and the Student Services and Integrated Services departments to align MTSS efforts.
 - a. System Design – Lead the Curriculum & Instruction department's role in the district's MTSS framework, ensuring that Universal (Tier 1) instruction is robust enough to meet the needs of 80% of more of the student population.
 - b. Data-Driven Decision Making – Facilitate the use of universal screenings and progress monitoring data to evaluate the effectiveness of core curricula and targeted interventions.
 - c. Intervention Alignment – Ensure intervention materials are evidence-based and align with district standards.
2. Support the Director of Curriculum & Instruction with High-Quality Instructional Materials (HQIM) adoption and implementation across all content areas with the team of content coordinators including:
 - a. Core Content
 - b. Specialized Programs
 - c. Instructional Systems
3. Support the development of a District Curriculum Council as a primary advisory body for the district's academic affairs. Functions of the council include:
 - a. Review district academic policies on a cycle to ensure necessary updates are proposed for compliance and relevancy
 - b. Review and approve new course requests
 - c. Review curriculum pilots for potential approval across the system
 - d. Review curricular resources up for adoption and make recommendations to the Cabinet and Board of Education

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4. Provide strategic leadership from the Curriculum & Instruction department lens to meet the goals of the District Strategic Plan.
5. Support curriculum coordinators to design high quality professional learning opportunities related to curriculum implementation plans for administrators, teachers, and staff.
6. Support management of district-wide content area budgets allocated for their respective areas to ensure equitable distribution of funds.
7. Analyze student performance data to identify trends, address achievement gaps, and recommend instructional adjustments at both the universal and targeted levels.
8. Participate in district-wide committees and workgroups to ensure curriculum and innovation decisions support the overall educational mission and strategic plan of the district.
9. Foster a culture of innovation in teaching and learning, encouraging the integration of technology, inquiry, and other innovative instructional strategies into the curriculum.
10. Demonstrate a commitment to:
 - a. Equitable, inclusive, and culturally responsive practices for all students and staff
 - b. Bridge the “opportunity gap” through rigorous programming (AVID/IB/AP) for underrepresented student populations
 - c. Partner with families to increase access to advanced academic pathways
 - d. Follow all Poudre School District policies, procedures, and expectations
 - e. Personal and professional excellence
11. Participate in:
 - a. Department, team and district meetings and discussions
 - b. Professional growth opportunities
12. Perform other duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor’s degree in related field required
- Master’s degree in Curriculum & Instruction, Educational Leadership/Administration, Education, or related field preferred
- Experience instructing students in a classroom setting required
- Instructional coaching experience preferred
- Leadership experience at school or district level required

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Valid US driver’s license
- Valid Colorado teaching or special service provider license with appropriate endorsement required
- Colorado Principal or Administrator’s License preferred

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills



- Interpersonal relations skills
- Math and accounting skills
- Critical thinking and problem-solving skills
- Bilingual oral and written communication skills preferred
- Ability to work supportively with other teachers, staff, and administrators to provide an effective learning environment
- Ability to communicate with students, parents/guardians, staff, and community members
- Ability to be a part of and work with a team
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Office and/or other department software packages
- Operating knowledge of and experience with typical educational/instructional technology equipment and programs.
- Operating knowledge of and experience with standard office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	Director of Curriculum & Instruction	
Direct reports:	Coordinator G/T	1
	Coordinator Instructional Systems Support	1
	Coordinator Fine & Applied Arts	1
	Coordinator K-12 Wellness Curriculum	1
	TOSA Summer School Online Education	1



- Responsible for assisting with interviewing, hiring and training employees; assisting with planning, assigning and directing work; assisting with appraising performance; assisting with rewarding, disciplining and terminating employees; and assisting with addressing complaints and resolving problems

STANDARD PHYSICAL DEMANDS & WORKING CONDITIONS: *Poudre School District is committed to the full inclusion of all qualified individuals. As part of this commitment, Poudre School District will ensure that qualified individuals with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact ada@psdschools.org.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk				X
Sit			X	
Use hands to finger, handle or feed				X
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate				X
Instruct				X
Compute		X		



MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Synthesize				X
Evaluate				X
Interpersonal Skills				X
Compile			X	
Negotiate			X	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	