



## **DIRECTOR OF CURRICULUM & INSTRUCTION**

Classification: Director Level III

Location: District Office

Reports to: Chief Academic Officer

FLSA Status: Exempt

Employee Group: Executive/Managerial

The job description does not constitute an employment agreement between the district and employee and is subject to change by the district as the needs of the district and requirements of the job change.

### **Part I: Position Summary**

Provide leadership, direction and expertise in curriculum and professional/staff development programs and services throughout the District. Provides leadership and expertise in curriculum development and implementation, instruction, and professional development through the implementation of school reform projects.

### **Part II: Supervision and Controls over the Work**

Serves under the broad guidance and administrative supervision of the Chief Academic Officer. The Director is held responsible for results in terms of effectiveness of planning, policies, and programs, and for achievement of management goals and objectives. Work is guided by, and must be in compliance with, federal and state law, policy direction of the School Board, and compliance with state and local regulatory agencies. Goals and objectives are established by the district strategic plan and expectations established by the Superintendent.

### **Part III: Major Duties and Responsibilities**

1. Provides administrative leadership to the District in curriculum development, instruction and professional/staff development programs and services.
2. Collaboratively establishes division goals and objectives which support staff development needs, and are consistent with the District Strategic Plan and District policies.
3. Supervises assigned staff.
4. Makes recommendations concerning the implementation of the District Strategic Plan; provides policy formulation and input to the Strategic Plan.
5. Provides instructional classes and staff development for teachers and administrators; administers new teacher and leader induction and orientation and provides ongoing support.
6. Provides administrative leadership and supervision to Instructional Facilitators.
7. Facilitates diverse groups: conducts workshops, courses and other training for administrators, teachers and community members.
8. Serves as a resource for assessment, evaluation and research in School Improvement in the District.

9. Provides leadership for aligning District curriculum, instruction and assessment with State and District assessments and best practices.
10. Collaborates to develop divisional service delivery methods, teams, and organizational structure; encourages, introduces and evaluates effective instructional practices and methods; ensures coordination of divisional activities with other school improvement efforts.
11. Advises the Superintendent, Board of Directors and District administrators on legislation, regulations, policies, and procedures related to curriculum, instruction and education reform.
12. Acts as the key spokesperson for the division; represents department services at functions and in meetings.
13. Collaborates with District and departments to ensure accurate and appropriate evaluation of programs and services; ensures use of evaluation data for school and program improvement and to determine training needs.
14. Identifies and prioritizes in-service training needs for the entire District; coordinates in-service training efforts with teachers, principals and committees; supervises and coordinates speakers and consultants.
15. Conducts research on current trends and practices in all aspects of staff development and educational training needs to enhance and maintain professional skills.
16. Assists with developing District policies to ensure compliance.

**Assessment Program Administration:**

1. Monitors own job performance; encourages feedback from staff, schools, administrators and community.
2. Participates in ongoing training to enhance professional skills; acquires, maintains and provides state-of-the-art status in methods and techniques.
3. Continues short- and long-term professional study and activities; maintains current knowledge on issues.

**Program Management:**

1. Develops assigned budgets and ensures expenditures of approved budget are in conformance with District fiscal procedures.
2. Responsible for overseeing the coordination of recordkeeping for completion of college credits and State clock hours; oversees reports and interpretations of related data for District administrators and staff for effective decision-making.

Performs other duties as assigned.

**Part IV: Minimum Qualifications**

1. Must have experience working or interacting successfully with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.
2. Master's Degree or higher in educational leadership in curriculum, instruction, and assessment.
3. Minimum of five years of professional experience which demonstrates skill in curriculum, school and/or professional development, program management experience, preferably in a large, complex school environment.
4. Strong understanding of "client-centered" support.
5. Highly effective oral and written communications.
6. Ability to work both independently and collaboratively.
7. Ability to organize work, set priorities, and meet deadlines. Ability to establish effective working relationships at all levels of the organization as well as with external organizations.
8. Demonstrated leadership ability and strong supervisory skills.

**Part VI: Physical and Environmental Requirements of the Position**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, bend, lift, carry, move about, hear and speak. Employee may be required to perform extensive work at a computer display terminal.

Dexterity of hands and fingers is required to operate office equipment. The employee must occasionally lift and/or move 25 to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee may sit or stand for longer than 2 hours at a time, may lift objects repeatedly, and may undertake repeated motions.  
Must move about the District efficiently,