

**Job Title:** Director for Curriculum & Special Programs      **Wage/Hour Status:** Exempt

**Reports to:** Superintendent

**Dept./School:** Central Administration Office

**Primary Purpose:**

Assist in providing leadership for the overall curriculum/instructional and special programs of the district. Responsible to the Superintendent for the effective and efficient operation of the school district's curriculum/instruction and special programs.

**Preferred Minimum Qualifications:**

**Education/Certification:**

Master's degree in education with training or successful experience in curriculum/instruction and special programs.

**Special Knowledge/Skills:**

Knowledge and/or training in curriculum/instruction and special programs

Ability to evaluate instructional programs and teaching effectiveness

Ability to manage assigned budgets

Ability to implement policy and procedures

Ability to interpret data and prepare federal, state and local reports

Strong communication, public relations, and interpersonal skills

**Experience:**

Three years experience as a classroom teacher

Experience in instructional leadership roles

**Major Responsibilities and Duties:**

**Instructional and Program Management**

1. Advise the Superintendent and principals regarding instructional/curriculum and special programs services to meet students' needs.
2. Plan, implement, and evaluate instructional/curriculum and special programs with teachers and principals, including (but not limited to) learning objectives, instructional strategies, and assessment techniques.
3. Gather and apply relevant research information to use in the improvement of the subject content, sequence, and outcomes of the teaching-learning process.
4. Work with appropriate staff to develop, maintain, and revise curriculum and special program documents based on systematic review and analysis.
5. Involve instructional staff in evaluating and selecting instructional materials to meet student learning needs.

6. Advise campus administrative staff regarding the use of technology in the teaching-learning process.
7. Plan the necessary time, resources, and materials to support accomplishment of district's education goals.
8. Assist in the development of district goals and objectives using collaborative processes and problem-solving techniques when appropriate.
9. Advise the Superintendent and participate in the district-level decision-making process to establish and review the district's goals and objectives with regard to major classroom instructional and special programs of the district.
10. Actively support the efforts of the Superintendent and others to achieve district goals and objectives and campus performance objectives (academic excellence indicators).
11. Obtain and use evaluative findings (including student achievement data) to examine curriculum/instruction and special program effectiveness.
12. Secure consultants, specialists, and other community resources to assist principals and other instructional staff in attaining objectives.
13. Schedule effective staff development activities that incorporate the mission of the district, program evaluation outcomes, and input from teachers and others.

#### **Policy, Reports, and Law**

14. Assist in the implementation of policies established by federal and state law, State Board of Education rule, and local board policy in curriculum and instruction area.
15. Compile, maintain, and present all physical and computerized reports, records, and other documents required.

#### **Budget**

16. Administer assigned curriculum/instruction and special program budgets to ensure that programs are cost effective and funds are managed prudently.
17. Compile budgets requests and cost estimates based on documented program needs.

#### **Personnel Management**

18. Assist with recruitment, selection, and training of personnel and make sound recommendations relative to personnel placement, assignment, retention, discipline, and dismissal. Assist with the implementation of the designated teacher appraisal system.

#### **Communication**

19. Provide for two-way communication with principals, teachers, staff, parents, and community.
20. Demonstrate skill in conflict resolution with administrators, parents, teachers, staff, and community.
21. Monitor professional research and disseminate ideas and information to other professionals.

**Community Relations**

- 22. Articulate the district's mission, instructional philosophy, and curriculum implementation strategies to the community and solicit its support in realizing district's mission.
- 23. Demonstrate awareness of district-community needs and initiate activities to meet those needs.

**Other Duties:**

- 24. Assigned by the Superintendent

**Supervisory Responsibilities:**

As assigned.

**Working Conditions:**

**Mental Demands/Physical Demands/Environmental Factors:**

Frequent districtwide and occasional statewide travel; occasional prolonged and irregular hours.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by Ned Burns, Superintendent Date April 28, 2008