

JOB DESCRIPTION - Director of Curriculum/Instruction

Appointment

1. The annual period of service shall be 260 working days.
2. The director's supervisor is the superintendent of schools.

Duties

1. He/she shall coordinate the efforts of principals, directors, and staff in providing a well-organized curricular and instructional program, K-12.
2. He/she shall coordinate and develop a system-wide program of staff development.
3. He/she shall provide leadership and assistance in establishing yearly goals, activities, and strategies for system-wide instructional development and improvement in student achievement.
4. He/she shall report to and work with the superintendent in the creation of a program for district curricular and instructional improvement. He/she shall bring these plans to the board for information and/or action. The program should be the result of teacher and principal study, evaluation, consultation, and advice.
5. He/she shall, in conjunction with the administration and teaching staff, direct the writing and development of curriculum plans and guides. He/she shall have the responsibility for securing the necessary materials desired by the staff in regard to studying specific curriculum areas.
6. He/she shall promote a climate for teachers and principals which is intellectually stimulating, in which teachers and principals are encouraged and supported in trying new ideas. He/she shall assist in the evaluation of the new ideas. He/she shall keep the superintendent informed about new developments.
7. At the request of the superintendent and/or principals, he/she shall assist principals and directors in the recruitment of staff.
8. He/she shall apprise the superintendent of the major needs for instructional developments and assist in analyzing budget requests for instructional programs.
9. He/she shall prepare periodic reports on curriculum and instruction for the superintendent and the board. These reports will include areas under development and the scope and quality of the curriculum, showing major needs.
10. After consultation with teachers, principals and counselors, he/she shall organize and recommend a K-12 coordinated testing program.

11. He/she shall work with parents, principals, and teachers in the development of a system of reporting to parents on the progress of their children taking into consideration the following aspects:
- a) the general ability of the child;
 - b) the achievement of the child in relation to his/her own ability;
 - c) the achievement of the child in relation to his/her peers, locally, statewide, and nationally; and,
 - d) the social and psychological development of the child.

The reporting system should include planned conferences, letters, and report cards.

12. He/she shall recommend to the board a policy for the selection and adoption of textbooks. The policy will be based on recommendations of principals and teachers. The policy shall include:
- a) provision for the creation of textbook adoption committees;
 - b) provision for ample time for the study and discussion of books before adoption; and,
 - c) provision for means by which decision to purchase books is reached.
13. He/she shall supervise the selection and purchase of all library/media expenditures, K-12.
14. He/she shall act as the superintendent's official representative relating to government programs, the acquisition of funds for new programs, including competitive and/or entitlement grant opportunities.
15. He/she shall lead and coordinate the accreditation process.
16. If assigned by the Superintendent, he/she will work with the Superintendent on a marketing and digital communication plan.