

# Oak Grove School District

**JOB TITLE:** DIRECTOR OF CURRICULUM

**SALARY RANGE:** F

## **DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:**

Under the supervision of the Assistant Superintendent, provides administrative and curriculum leadership for the planning, development, organization, and coordination of pre-kindergarten-eighth grade curriculum and professional services; serves as the principal advisor to the Superintendent regarding key issues and concerns emanating from matters related to curriculum and staff development; and performs all other related duties.

## **ESSENTIAL JOB FUNCTIONS:**

- Directs the implementation of state standards, frameworks, adopted material, and best instructional strategies
- Implements instructional support and staff development provided by curriculum departments, including math, science, language arts, social studies, physical education, VPA, and English Learners
- Responsible for the operation, supervision, and evaluation of the District Curriculum Center and staff
- Manages and organizes the services of instructional coaches, educational consultants, and trainers
- Responsible for the adoption and implementation of the District curriculum program and related instructional materials
- Responsible for the coordination and operation of curriculum support programs and intervention
- Provides instructional support services to school level curriculum, instruction, and staff development programs
- Communicates with other administrators, personnel, and outside organizations to coordinate activities and programs, resolve issues and conflicts, and exchange information related to curriculum
- Communicates with Resource Teachers to strengthen the instructional programs at the sites
- Responsible for the District summer school programs
- Oversees student study trips
- Coordinates School Resource Officer program
- Coordinates library services and support for site library aides
- Oversees the GATE program, EL program, Preschools, Character Counts, BASE Induction Program, and other district programs
- Develops, allocates and monitors budgets for assigned programs, material, and inventories
- Coordinates, administers, and analyzes state and local assessments; including physical fitness testing
- Analyzes data to promote student achievement, enhance program implementation, and determine the effectiveness of instructional programs and initiatives, assessments, district professional development, and support strategies
- Assists with technology development for instruction and curriculum enhancement

- Attends or participates in required district, Board, and committee meetings, and other activities deemed necessary by the Assistant Superintendent
- Provides timely reports to the Board, administration, and other staff
- Perform related duties as assigned

**EMPLOYMENT STANDARDS:**

- Ability to understand and interpret laws, rules, and regulations relating to student instruction
- Ability to plan, organize, coordinate and direct the District's curriculum program
- Ability to lead the development of curriculum and assessments
- Ability to counsel and advise management and all levels of staff in sensitive issues and courses of action
- Ability to communicate orally and in writing with large and small audiences
- Ability to administer assigned programs
- Ability to work in both authority and non-authority relationships with others on a routine basis
- Ability to meet physical requirements necessary to safely and effectively perform required duties
- Ability to follow oral and written directions
- Ability to get along with co-workers and deal with the general public tactfully, courteously and professionally

**KNOWLEDGE OF:**

- Principles, practices, trends, goals, and objectives of public education
- Applicable laws, codes, regulations, policies, and procedures as it relates to instruction
- Philosophical, educational, fiscal, and legal aspects affecting district curriculum and instruction processes
- Theories, techniques, and methodologies of instruction
- Curriculum and instruction design and delivery systems, including audit and evaluation processes that determine process effectiveness
- Curriculum and assessment support programs, services and networks
- Human relationships, conflict resolution strategies, and procedures
- Interpersonal skills using tact, patience, and courtesy
- Oral and written communication skills

**SKILL AND ABILITY TO:**

- Plan, direct, and coordinate curriculum and best instructional practices
- Plan and organize work to meet schedules and timelines
- Work independently with little direction
- Prepare and deliver effective presentations to diverse audiences
- Meet district standards of professional conduct as outlined in Board Policy
- Plan, develop, organize, and conduct motivational and team building processes, and train, evaluate, and manage the functions and activities of District staff
- Communicate effectively in oral and written form
- Understand and carry out oral and written directions
- Operate a motor vehicle
- Establish and maintain cooperative and effective working relationships with others
- Supervise and evaluate the performance of assigned staff

**WORKING CONDITIONS:**

- Office environment
- Driving a vehicle to conduct work

**PHYSICAL FUNCTIONS:**

- Sit and stand for extended periods of time
- Accurate perceiving of sound, near and far vision, and depth perception
- Reach in all directions
- Ability to lift 25 pounds maximum and carry objects weighing 15 pounds
- Bend, twist, kneel and stoop
- Write legible reports
- Read notes, memos and printed material
- Speak clearly and communicate effectively

**EDUCATION AND EXPERIENCE:**

- MA Credential in Education from an accredited university or college.
- Three (3) to five (5) years increasingly responsible management experience preferred
- Four (4) years teaching experience in a variety of grade levels/subjects preferred

**WORK YEAR:**

215 days/12 months

This organization is an Equal Opportunity Employer and does not discriminate on the basis or race, religion, sex (pregnancy or gender), sexual orientation, marital status, national origin (including language use restrictions), ancestry, disability (mental and physical, including HIV and AIDS, age (40 and above), medical condition (cancer/genetic characteristics), denial of family and medical care leave, or denial of pregnancy disability leave or reasonable accommodation. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization is a Drug and Tobacco-Free Workplace.

This organization requires a successful candidate to provide with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.

Board adopted on July 14, 2009