

Bourne Public School District

Functional Job Description

Title: (PreK-5) and/or (6-12) Curriculum Director

Reports to: Principals and Assistant Superintendent for Learning and Teaching

Essential Duties and Performance Responsibilities

1. Implements all aspects of Educator Evaluation System
 - Observes and evaluates teachers
 - Assists in development of Developing Educator, Directed Growth, and Improvement Plans
 - Collaborates with educators in execution of Developing Educator, Directed Growth, and Improvement Plans
 - Actively monitors educator progress in meeting requirements of Developing Educator, Directed Growth, and Improvement Plans
2. Leads and supports (PreK-5) and/or (6-12) teachers in development and implementation of an integrated experiential, collaborative, innovative, and technology-rich approach to curriculum, instruction, and assessment
 - Supports collaborative development of contemporary and relevant activities for 21st century learning
 - Facilitates curriculum adjustments as needed to meet integrated curriculum objectives
 - Promotes exploration and use of innovative practices – universal design for learning, differentiation, technology – to ensure all students have access to meaningful and effective learning opportunities
 - Provides all stakeholders with knowledge regarding best practice
 - Establishes and supports a multi-tiered system of support
 - Engages with classroom teachers to ensure best practices are applied
 - Organizes and facilitates effective professional development
 - Pursues grant opportunities and participates in grant writing
 - Develops community partnerships to enrich and enhance relevance of activities for students
 - Applies system change management techniques based on district analysis and need for continuous improvement
3. Monitors the effective use of technology integration strategies and multiple technologies into curriculum and instructional practices across content areas
4. Participates in recruitment, hiring, and mentoring of educators
5. Performs other duties as assigned by school or district administration

Physical Demands

Must be able to prepare and read documents and use a computer and other office equipment on a daily basis.

Auditory and Verbal Communication - Must be able to communicate effectively and efficiently by telephone and in person with School Committee members, staff, students, parents and the public.

Physical Abilities - Performing this position requires extended sitting, filing, and use of a computer and other school office equipment.

Extended Concentration, Excellent Recall Abilities and the Ability to Remain Calm in Stressful Situations - These capabilities are an important part of properly fulfilling the requirements of this position.

Qualifications

- Licensed or eligible for licensure in administration
- Advanced degree and coursework in ELA, reading, mathematics, and/or science
- Supervisory/instructional coaching experience preferred
- Five years teaching experience with demonstrated innovation as a classroom teacher that includes meaningful use of technology for learning
- Extensive knowledge of current best practices in instruction, backwards-designed curriculum, and assessment
- Such alternatives to the above as deemed appropriate by the Superintendent
- Strong written and verbal skills
- Ability to work on a team, work independently, and carry out complex assignments with general instructions
- Ability to interact appropriately and in a positive manner with the School Committee, public, staff and students
- Ability to learn and understand District rules and procedures and legal requirements
- Ability to think ahead and anticipate problems and solutions
- Ability to self-motivate

Salary: To be negotiated

Terms of Employment: Employment Agreement, school year plus 15 additional days

Evaluation: Evaluated annually by the Assistant Superintendent with input from principals