

**North Scott Community School District  
Job Description Expectations**

**Curriculum Director**

**In addition to the 11 expectations for all administrators:**

12. Articulates the K-12 educational program.
13. Plans, directs, and coordinates the curriculum and the instructional program to meet the educational goals of the district at the direction of the curriculum cabinet.
14. Works in cooperation with the district curriculum cabinet to meet curriculum cycle timelines.
15. Assists in preparing the annual budget for curriculum/instruction.
16. Monitors spending for curriculum/instruction in accordance with the budget.
17. Coordinates the district curriculum cabinet.
18. Coordinates the district-wide inservice and professional growth programs in conjunction with the district inservice committee.
19. Conducts district needs assessment every three to five years.
20. Prepares and completes curriculum program reports for local, state, and federal projects.
21. Assists in the preparation and coordination of the district's strategic plan for the district.
22. Plans, directs, and implements an evaluation of the district's educational program and reports findings annually.
23. Maintains liaison with other educational governmental units.
24. Directs efforts that provide grant monies relative to the educational program.
25. Responsible for update of the "Curriculum and Instruction Development Booklet – District Procedures and Plan".
26. Responsible for compliance with all curricular state standards.
27. Remains current in the developments and innovations in the field by reading current literature, and by attending professional society and association meetings and conferences.
28. Performs such other duties as assigned by the superintendent.