

NORTH SCOTT COMMUNITY SCHOOL DISTRICT

TITLE: District Curriculum Director

QUALIFICATIONS:

1. At least 5 years of successful experience in teaching.
2. A master's degree in Educational Administration or Curriculum & Instruction is preferred.

REPORTS TO: Superintendent and the District Curriculum Cabinet

JOB GOAL: To assist the superintendent and the district curriculum cabinet substantially and effectively in the task of providing leadership in developing, achieving and maintaining the best possible educational programs and curriculum for students.

PERFORMANCE RESPONSIBILITIES:

1. Articulates the K-12 educational program.
2. Plans, directs, coordinates and evaluates the curriculum, the instructional, and the assessment program to meet the educational goals of the district at the direction of the curriculum cabinet.
3. Works in cooperation with the district curriculum cabinet to meet curriculum cycle timelines.
4. Coordinates the district curriculum cabinet.
5. Assists in preparing the annual budget for curriculum, instruction and assessment.
6. Monitors spending for curriculum, instruction and assessment in accordance with the budget.
7. Coordinates the district-wide in service and professional growth programs in conjunction with the district in service committee.
8. Prepares and completes curriculum program reports for local, state, and federal projects.
9. Plans, directs and implements an evaluation of the district's educational program and reports findings annually.
10. Maintains liaison with other educational governmental units.
11. Directs efforts that provide grant moneys relative to the educational program.
12. Responsible for update of the "Curriculum and Instruction Development Booklet District Procedures and Plan"
13. Responsible for compliance with all curricular state standards.
14. Conducts district needs assessment every three to five years.
15. Assists in the preparation and coordination of the district's strategic plan for the district.

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- 16. Remains current in the developments and innovations in the field by reading current literature, and by attending professional society and association meetings and conferences.
- 17. Facilitates the development of and assists with the implementation of the District Comprehensive School Improvement Plan.
- 18. Performs such other duties as assigned by the superintendent.

TERMS OF EMPLOYMENT: Twelve month year. Salary established by the Board.

EVALUATION: Performance of this job will be evaluated per contract language.

Approved by: _____ Date: _____

Reviewed and agreed to by _____ Date: _____
(Incumbent)

(This job description contains only measurable performance responsibilities).

3/20/03