

SCHOOL DISTRICT OF FLAGLER COUNTY

JOB DESCRIPTION

DIRECTOR, GRANTS AND CURRICULUM DEVELOPMENT

QUALIFICATIONS:

- (1) Master's Degree in Administration and Supervision or Educational Leadership from an accredited institution.
- (2) Minimum of five (5) years successful teaching experience.
- (3) Minimum of three (3) years successful Administrative experience at the District Level or School based.
- (4) Knowledge of Curriculum, Testing, and Staff Development/In-service.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of National, State, and District educational goals and standards. Knowledge of effective school concepts and principles. Knowledge of state-of-the-art research and proven best practices in areas of responsibility. Knowledge of principles and concepts for continuous quality improvement in education. Knowledge of learning theory, program planning, curriculum development, staff development, and management of instructional programs. Knowledge of statutory and regulatory requirements in areas of responsibility. Ability to supervise people. Ability to plan and present information to the public. Ability to facilitate various size groups using facilitative leadership skills. Ability to balance several job functions at one time and work under a heavy work load. Good interpersonal and communication skills. Ability to analyze statistical data for trends and performance in various programs and to develop strategies for improvement. Ability to represent the District at State and regional functions.

REPORTS TO:

Executive Director of Teaching & Learning

JOB GOAL

To provide quality state-of-the-art instructional programs and staff development activities to support student performance and achievement.

SUPERVISES:

Assigned Professional and Support Staff

PERFORMANCE RESPONSIBILITIES

- * (1) Assist the Executive Director of Curriculum and Instruction with specific Curriculum Development projects.
- * (2) Coordinates Textbook selection, State Pre-adoption/District adoption.
- * (3) Work with committees to develop resource materials for instructional staff.
- * (4) Work with the Staff Development Specialists to plan and deliver training opportunities.
- * (5) Assist in the coordination of instructional technology.
- * (6) Assist the Executive Director with test administration.
- * (7) Assist the Executive Director with maintenance of in-service points and develop Master In-service Plan.
- * (8) Oversee grant administration as assigned.
- * (9) Attend State level meetings pertaining to Instructional, Assessment, or Grant-Related Issues.

DIRECTOR, GRANTS AND CURRICULUM DEVELOPMENT (Continued)

- *(10) Works with committees to align district standards and State Initiatives.
- *(11) Assist in the coordination of program/grant review.
- (12) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

* Essential Performance Responsibilities

Job Description Supplement Code 6

Flagler Schools Strategic Framework – Teaching & Learning