

JOB DESCRIPTION FOR DIRECTOR OF CURRICULUM AND INSTRUCTION, K-12

A. PRIMARY FUNCTION

The Director of Curriculum and Instruction shall have leadership responsibility for organizing, coordinating, implementing and evaluating the total curriculum and instructional program, kindergarten through grade twelve. Particular emphasis shall be on the articulation of the program between the elementary schools and the secondary schools.

B. LINE OF AUTHORITY

Directly responsible to the Superintendent of Schools

C. STAFF RELATIONSHIP

The following personnel shall be directly responsible to the Director of Curriculum and Instruction in a line leadership relationship for those areas which relate to curriculum development and instruction:

All Principals, Department Heads, Consultants, Specialists and Coordinators (except those in Special and Vocational Education).

D. AREAS OF DELEGATED AUTHORITY AND RESPONSIBILITY

The Director of Curriculum and Instruction shall be responsible for the cooperative working relationship among building principals, department heads and such instructional and curriculum committees as are necessary to establish a well coordinated program of education from kindergarten through grade twelve.

In addition to the above, the Director of Curriculum and Instruction should exercise specific leadership in the following designated areas

1. Initiate kindergarten through grade twelve leadership for curriculum planning, development and implementation.
2. Administer, coordinate and supervise the instructional program in all schools, by cooperatively working with the principal and faculty of each building.
3. Assist in the development of the annual budget by preparing cooperatively with the principals and faculty the curriculum and instruction portion of the budget.

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4. Approve the selection of instructional materials and textbooks through proper channels as a cooperative committee procedure at all levels.
5. Keep the curriculum and instruction programs up to date with particular emphasis on evaluating new developments in instruction. Develop and initiate evaluation procedures for all programs.
6. Develop, by working cooperatively with appropriate committees, curriculum guides and instructional brochures for the district.
7. Supervise and coordinate a program of orientation for new teachers and in-service training for experienced teachers. Also responsible for establishing classes for teachers to be held within our district for credit purposes.
8. Keep abreast of all new instructional materials and evaluate these materials in terms of their effectiveness as teaching aids in the educational program.
9. Direct the use and distribution of instructional equipment and materials for the total district.
10. Inform teachers of available instructional materials in the district and assist with the planning and in-service use of such materials.
11. Prepare and submit reports to the Superintendent and the School Board relating to the progress and accomplishments in curriculum and instruction development programs.
12. Develop and maintain a Curriculum Materials Center in the school district.
13. Direct the Summer School Program.
14. Attend Board meetings and other meetings as requested by the Superintendent.
15. Perform all other acts reasonable and necessary to accomplish his primary function.

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