



## **JOB POSTING** **TO: ALL PRINCIPALS AND TEACHERS**

**POSITION:** Director of Secondary Curriculum & Student Services

**LOCATION:** Silver Creek School Corporation

**STATUS:** Exempt

**TYPE OF POSITION:** Certified #10004

**REGULAR POSTING:** March 16, 2023 – April 14, 2023

**CONTRACTUAL DAYS:** Two hundred sixty days (260)

SCSC seeks an educational leader to serve as its next Director of Secondary Curriculum and Student Services. The ideal candidate will:

1. Report to the Superintendent and serve as a member of the Superintendent's Cabinet.
2. Provide leadership and a vision for continuous improvement in all areas associated with students, teachers, and the learning process for grades 6-12 including, but not limited to, all initiatives that address school improvement, curriculum, and instruction.
3. Foster a culture across all curricular areas that are student-centered and servant-minded.
4. Ensure that educational objectives are aligned with state frameworks and instructional practices that yield the highest standards of student achievement and instructional excellence.
5. Work collaboratively with all stakeholders and serve as an agent for change and improvement.
6. Serve as an exemplary role model for all stakeholders.

### **RESPONSIBILITIES & DUTIES:**

1) Specific to Grades Pk-12:

a) Oversee implementation, evaluation, and effectiveness of:

- i) Assessments
- ii) Mental Health
- iii) Student Due Process
- iv) Title IX
- v) Summer School
- vi) Alternative School
- vii) eLearning
- viii) Partnerships with post-secondary institutions and organizations.

b) Grants:

- i) Collaborate with school administrators and other stakeholders, as necessary, to identify priorities for grant opportunities.
- ii) Seek grant opportunities that support the mission, vision, and goals of SCSC.
- iii) Submit successful grant proposals and monitor implementation, effectiveness, and compliance.

c) Chair/Co-Chair and participate on committees as assigned.

- d) Collaborate with the CFO to provide financial support for instructional programs across the district.
  - e) Collaborate with the Director of Special Education to provide leadership and support to staff and students
  - f) Assist in developing Board Policies and Administrative Guidelines related to students, instruction, and curriculum.
  - g) Teacher License verification
- 2) Specific to Grades 6-12:
- a) Lead in coordinating, aligning, and evaluating all curricular areas, including curriculum development, implementation, and teacher and program effectiveness for grades 6-12.
  - b) Lead school improvement initiatives, including assisting principals in developing and implementing school improvement plans.
  - c) Provide leadership in data disaggregation, trends, and application of student assessment data, including oversight of an effective PLC model.
  - d) Lead in developing and implementing staff evaluation plans and counseling principals and teachers to improve teacher effectiveness.
  - e) Develop, support, and evaluate professional development initiatives.
  - f) Lead in addressing instructional staffing needs across the district, including recruitment and retention. Serve as a resource in the areas of research, trends, and practices in the field of curriculum and instruction, professional development, and the implementation and evaluation of instructional technology.
  - g) Provide support to school administration teams by providing instructional leadership and collaboration in all areas associated with students and staff.
  - h) Oversee and provide leadership and support in the area of student services, including the implementation of an effective RTI system, overseeing due process procedures for student discipline, and providing conflict resolution for students, staff, and families.
  - i) Provide updated information (presentations) regarding curriculum, instruction, and student achievement to the School Board, and all stakeholder groups, on a regular and as-needed basis. Maintain an open line of communication with the community.
  - j) Oversee implementation of the following areas including evaluation for effectiveness: Curriculum, Assessment, and CTE Programs.
  - k) Evaluation of Principals and staff responsible for the implementation of specific programs.
- 3) Performs such other tasks and assumes such other responsibilities as the Superintendent may assign.

### **PERFORMANCE METRICS:**

- Improve student performance on local and state assessments.
- Improve the graduation rate and Pathway completion.
- Improve outcomes for all students as measured by the IDOE Dashboard and other school accountability systems.
- Increase the value of grants received by the school corporation.

### **LICENSE/EDUCATIONAL REQUIREMENTS:**

#### Required Qualifications:

1. Master's degree in educational leadership, curriculum development, or equivalent.
2. Successful experience as a classroom teacher.
3. Model and belief in servant leadership.
4. Effective communication skills.
5. Proven success as a transformative leader who is culturally competent.
6. Model and demonstrate a growth mindset and reflective practice.

7. Demonstrated ability to collaboratively set and measure goals and produce results.
8. Ability to communicate a vision of curriculum excellence to all stakeholder groups.

Preferred Qualifications:

1. Successful experience as a building level administrator.
2. Experience evaluating staff.
3. Valid Indiana School Administrator License.

**Physical Factors**

(Occasionally = 0-2.5 hrs./day; Frequently = 2.5-5.5 hrs./day; Constantly = 5.5+ hrs./day)

- Sitting/standing – constantly
- Stooping/kneeling/crouching - occasionally
- Hearing and speaking clearly - constantly
- Lifting/pushing/pulling (up to 20 lbs.) – occasionally
- Climbing (stairs, ladders) - occasionally

**PLEASE SUBMIT THE FOLLOWING:**

- [APPLICATION](#)
- LETTER OF INTENT
- RESUME
- 3 REFERENCE LETTERS

Dr. Chad Briggs, Superintendent  
[cbriggs@scsc.school](mailto:cbriggs@scsc.school)

Respectfully,

Dr. Chad Briggs  
Superintendent

Respectfully,

Elizabeth Miller  
Director of Human Resources