

**Director of Curriculum and Instruction**  
**New Hanover County Schools**

**Job Description**

**Class: Administrative**  
**Dept: Instructional Services**

**TITLE: Director**

- QUALIFICATIONS:**
1. Master's degree in Administration, N.C. Administrator's Certificate or equivalent combination of education and experience.
  2. Five years of experience in elementary school administration, with at least 2 years of experience as principal of an elementary, middle or high school or equivalent experience required.
  3. Other qualifications as the superintendent and board may find appropriate.

**REPORTS TO:** Chief Academic Officer

**JOB GOAL:** To assist the Chief Academic Officer in creating and maintaining high quality instructional programs designed to improve instruction and student achievement Pre-K – 12<sup>th</sup>.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to school issues.
2. Stays abreast of current educational developments, literature, and research at the local state and federal level in accordance with State Statutes and Department of Public Instruction (DPI).
3. Collaborates with the CAO in planning, developing, coordinating and evaluating district wide instructional related initiatives for grades K-12.
4. Under the direction of the Chief Academic Officer, plans, directs, supervises, assigns and evaluates the system's long and short term goals for academic improvement that align with the standard course of study for grades K-12.
5. Provides models of research-based best teaching practices and strategies.
6. Assists administration by identification, evaluation and recommendation of resources that enhance academic performance for all groups of students in grades K-12.
7. Coordinates and supports curriculum implementation with all teachers including summer education initiatives in grades K-12.

8. Serves as a liaison between the county, the State Department of Public Instruction, and other school districts to keep abreast of new educational developments and ideas for grades K-12.
9. Assists in developing strategic plans for improving student achievement.
10. Facilitates the development of systems, policies, and procedures to streamline operational functions and minimize duplication of efforts and redundancies within the school/department offices.
11. Develop methods for interaction between employees and managers concerning job responsibilities in order to enhance job satisfaction; solve job-related problems and improve organizational effectiveness; assist in creating an environment that emphasizes a commitment to service.
12. Supervises and conducts personnel administration duties for direct report subordinates, including hiring and firing, evaluating, assigning special duties, monitoring attendance and travel reports, and granting leave.
13. Performs other duties and responsibilities as requested by the Chief Academic Officer and/or Superintendent.

*The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.*

**Terms of Employment:** Twelve-month work year/Contract/FLSA Exempt

**Starting Salary and/or Grade:** SA VI

**Evaluation:** Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

**Knowledge, Skills and Abilities:**

- Ability to communicate clearly and concisely, both orally and in writing; ability to communicate well with school personnel, employees, and central office staff.
- Ability to provide leadership and to supervise the planning, development and establishment of new, modified or improved Instructional services.
- Demonstrate functional knowledge of computers and all aspects of the Microsoft Office Professional software programs.
- Ability to establish and maintain effective working relationships as necessitated by work assignment.
- Comply with confidentiality requirements in local, state and federal policies and statutes.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.

May 12, 2021