

SCHOOL DISTRICT OF FRANKLIN COUNTY
JOB DESCRIPTION

DIRECTOR OF CURRICULUM AND INSTRUCTION, KINDERGARTEN - ADULT

(l) Master's Degree in field of Education from an accredited education institution.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to plan and manage a variety of functions. Skill in written and oral communication. Computer proficiency and knowledge of accounting and software used in financial management. Knowledge of the teaching / learning process in the school setting. Knowledge of educational research and best practices in areas of responsibility. Ability to analyze statistical data for trends and performance in various programs and to develop strategies for improvement. Ability to understand and interpret Florida Statutes related to curriculum requirements and school operations.

REPORTS TO: SUPERINTENDENT

JOB GOAL

To provide instructional/curriculum support and an excellent career planning program for students in participating schools and provide leadership in implementing career education and all other instructional programs to meet all federal, state and District standards.

SUPERVISES: Certification Specialist/Instructional Services Secretary, CTE Coordinator, Adult Ed Staff, MTSS Coach, Literacy Coach

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- 1) Attend all regular school board meetings.
- 2) Direct the District's Career and Technical Education, and Adult Education
- 3) Submit, monitor and report on all Triumph applications
- 4) Direct overall activities of coordination of District curriculum and instruction including selection, inventory and evaluation of instructional materials, curriculum development and plan and use of appropriate resources.
- 5) Coordinate with school principals/designee for the planning and submission of the Comprehensive Reading Plan and MTSS Plan
- 6) Plan and submit the adult school application
- 7) Ensure all adult school data is entered in FOCUS for state reporting
- 8) Coordinate the placement and follow-up of adult graduates
- 9) Coordinate the regular administration of the GED
- 10) Provide for staff development for adult program instructional and support staff

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- 11) Coordinate with the regional workforce board for program development and career planning and preparation of adult students
- 12) Develop and implement, in partnership with the workforce board and other community partners, for job skill training programs through the adult education program
- 13) Coordinate with school principals and District staff for the planning, submission and monitoring of Perkins and other assigned grants.
- 14) Plan and submit for competitive grants related to area of responsibility
- 15) Assist with school principals and District staff mandated school improvement initiatives and reporting requirements
- 16) Coordinate with school principals and District staff the revision of the Code of Conduct and Student Progression Plan.
- 17) Provide District leadership for staff development
- 18) Serve on the PAEC Professional Development Center Advisory Council including serving as the District contact for the electronic Professional Development Center (ePDC)
- 19) Monitor and report on Out of Field teachers

Inter/Intra-agency Communication and Delivery.

- 20) Interpret and promote program goals and activities to the public
- 21) Assist in maintaining a positive public relations program.
- 22) Confer with principals to address needs of the school.
- 23) Maintain a constructive flow of information with program staff.
- 24) Develop the submission of grant applications as applicable

Professional Growth and Improvement.

- 25) Attend state and federal meetings and keep abreast of legal requirements and proposed changes providing advice to supervisor as to their effects on the school system.

Systemic Functions.

- 26) Prepare or assist in the preparation and monitoring of required District, state and federal reports
- 27) Prepare all required reports and maintain appropriate records.
- 28) Perform other incidental tasks consistent with the goals and objectives of this position.

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Leadership and Strategic Orientation.

- 29) Serve on the Superintendent's Executive Leadership Team
- 30) Participate in the planning, development and evaluation of the District's instructional program.
- 31) Submit recommendations to the superintendent relating to program policies and regulations.
- 32) Model high standards of professional conduct.
- 33) Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
- 34) Anticipate potential problems and design processes and procedures to address them.
- 35) Develop annual needs assessment for adult, career and technical education, and other programs as may be deemed needed.
- 36) Perform other duties as assigned by Superintendent.

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: (12 Month Personnel)

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 School Board's policy on evaluation of personnel.

I have read and discussed with my administrator the above job description. I am aware of the professional development opportunities available to meet these expectations.

Supervisor's Signature

Employee's Signature

Date

Date