



DIRECTOR OF CURRICULUM AND INSTRUCTION/ACCOUNTABILITY

Position Description

Reports To:	Superintendent
Terms of Employment:	12 months
Salary:	NC State Salary Schedule for School Administrators
Performance Evaluation:	Performance to be Evaluated Annually by Superintendent
FLSA Status:	Exempt

Purpose

To provide leadership in the ongoing development and improvement of the entire instructional program and curriculum

Minimum Qualifications

- Must hold or be eligible to hold NC license for Principal and/or Curriculum Instructional Specialist
- 5 years of School Administrator Experience Preferred

Responsibilities and Duties

- Provide leadership in the planning, development, and implementation of curriculum and instruction in all content areas
- Assist school committees and administrators in preparing, amending and implementing school improvement plans
- Oversee preparation and planning of District School Improvement Plan
- Provide assistance to teachers with any problems related to the curriculum and serve as a resource person for any curriculum development activities
- Assist principals “on a day-to-day” basis with any problems, activities, etc. related to the instructional program
- Serve as Professional Development director
- Develop and administer a comprehensive, system-wide professional development program
- Provide assistance to teachers in the acquisition and use of resource materials including basal textbooks
- Assist teachers and principals with selection of instructional materials and equipment
- Assist with the evaluation of faculty as needed and requested
- Plan and organize summer school program
- Coordinate state testing and accountability programs
- Analyze and interpret data to assist in setting goals and directions for the schools
- Serve as liaison with Southeast Alliance regarding its activities and professional development opportunities
- Collaborate with HeartWorks to manage 21st Century Community Learning Center Afterschool Program.
- Serve as Coordinator of Distance Learning Program to include NC Virtual Public School,

- Conduct annual surveys for students, parents, personnel, and community members. Distribute, collect, analyze and report survey data to all stakeholders
- Assist and serve on committee to promote partnership with Pamlico Community College
- Provide leadership/guidance in curriculum focused meetings (Vertical Alignment Meetings, District Literacy and Math Committee meetings, school level Professional Learning Communities)
- Adapt state curriculum guides to local use and facilitate the development of/and monitor the use of Curriculum Pacing Guides at each school
- Facilitate/Monitor Federal/State Grants that impact curriculum (MTSS, RttT, RIF, etc.)
- Serve as Community Programs School District Liaison (Hodges Education Foundation, HeartWorks, Girls on the Run, YMCA Y-Yearning, Pamlico Youth Development Community Organization, Community In Schools, Etc.)
- Monitor District implementation of State Curriculum and /or Accountability Mandates (MTSS/RTI/PEP, Read to Achieve, K-3 Assessments etc.)
- Facilitate Curriculum and Accountability Audits/Reviews with NC DPI
- Act as Point of Contact for Press Releases that relate to Curriculum/Accountability
- Attend all Regional/State level Curriculum and Accountability meetings & trainings
- Develop, Monitor/Revise , and recommend local School Board Policy as needed to reflect current state law/policy
- Create and present presentations on school/district data/events to internal and external stakeholders when applicable
- Assist principals, cabinet, teachers, and superintendent with NCEES (Online Evaluation System) and EVAAS
 - Training/Updates
 - Technical support
 - Access to Reports
- Serve as District AIG (Academically or Intellectually Gifted) Program Coordinator
- Serve as Point of contact for school system for Curriculum Concerns
- Serve as Community College Career & College Ready Graduate contact
- Coordinate School District Calendar
- Perform other duties as assigned by Superintendent