

Director of Curriculum & Instruction, & Data Management

Purpose Statement

The job of Director of Curriculum & Instruction, & Data Management is done for the purpose/s of managing assigned functions of the district; managing the overall delivery of the curriculum program and services; achieving defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with established guidelines; providing information and recommendations to the Board, Superintendent, staff and/or public; and addressing a wide variety of administrative processes to assure fiscal and programmatic compliance and alignment with district goals.

This job reports to District Superintendent

Essential Functions

- Assists in supervising the development and administration of district curriculum and instruction for the purpose of ensuring the vision, mission, beliefs and goals of the district.
- Assists Superintendent and Board of Trustees for the purpose of providing support with their ongoing functions.
- Assists district administrative team in establishing annual improvement goals, school improvement goals, and establishing accreditation goals for the purpose of meeting all accreditation, state, and federal program requirements.
- Assists in supervising student achievement programs and works with building administrators for the purpose of analyzing results and providing programs to address district student achievement and creating and providing student data at the building, district and state level.
- Collaborates with others (e.g. district personnel, other districts, community organizations, etc.) for the purpose of implementing and/or maintaining services and programs.
- Composes a wide variety of materials (e.g. budgets, curriculum, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Conducts in-service training programs for teachers and administrators for the purpose of providing information on current trends, educational and regulatory changes, and meeting professional growth requirements.
- Designs services (e.g. data management, fiscal responsibility, department forecasting, etc.) for the purpose of implementing professional development program activities to address identified staff training needs.
- Develops proposals, programs, budgets and grant opportunities for the purpose of meeting district goals.
- Develops programs for managing curriculum content, curriculum review and adoption, school improvement plans for the purpose of facilitating learning and ensuring compliance with established guidelines.
- Ensures full documentation and review of all district grant projects for the purpose of assuring fiscal and programmatic compliance with alignment to district goals and objectives, while maintaining compliance with district, state and federal mandates.

- Facilitates communication between personnel, students, parents and/or the public for the purpose of evaluating situations, solving problems and/or resolving conflicts.
- Monitors assigned programs and related financial activity for the purpose of ensuring that performance objectives are met, allocations are accurate, revenues and expenses are within budget and/or operational practices are followed.
- Monitors a variety of programs and processes for the purpose of directing staff activities and complying established financial, legal and/or administrative requirements.
- Monitors professional development services (e.g. consultants, course outcomes, staff training, etc.) for the purpose of ensuring that performance outcomes are achieved within budget, department and district objectives.
- Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Participates as a member or facilitator in meetings, workshops, and seminars that frequently involve a range of issues (e.g. curriculum adoption, professional growth, goals attainment, problem resolution, personnel and staffing, etc.) for the purpose of conveying and/or gathering information required to perform functions.
- Performs a variety of personnel functions (e.g. supervising, evaluating, interviewing, etc.) for the purpose of maintaining adequate staffing, enhancing personnel productivity and achieving district objectives.
- Presents information on a wide variety of topics (e.g. budgets, curriculum, staffing, professional development, etc.) for the purpose of conveying information, gaining feedback and/or making recommendations regarding district services.
- Recommends solutions to a wide variety of complex issues for the purpose of addressing the curriculum and education needs of the district.
- Researches a wide variety of topics related to curriculum and instruction (e.g. policies, best practices, trends, legislation, etc.) for the purpose of securing general information for planning, taking action, responding to requests, and/or making recommendations.
- Researches a variety of information (e.g. courses, materials, training consultants, etc.) for the purpose of developing new programs that meet staff training needs.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: using pertinent software applications; planning and managing projects; preparing and maintaining accurate records; and applying assessment instruments.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: keyboarding; pertinent codes, policies, regulations and/or laws; and supervisory experience.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with

others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; establishing effective relationships; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; working with detailed information/data; and working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; directing the use of budgeted funds within a work unit. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 50% sitting, 20% walking, 30% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience with increasing levels of responsibility is required.

Education (Minimum): Masters degree in job-related area.

Education (Preferred):

Required Testing

None Specified

Certificates and Licenses

Appropriate Wyoming Certification
Masters degree in education-related area
Driver's License & Evidence of Insurability

Continuing Educ. / Training

Continued Professional Growth
Maintains PTSB Cert. (5 credit hrs/ 5 year renewal period)

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Approval Date

Salary Grade

Revised Date