**Curriculum Director**

Department: District

Reports to: Superintendent

SUMMARY: Develop, oversee and manage day-to-day operations of educational programs and services for the district. Plan, develop and implement functions related to curriculum, instruction and staff development. Use leadership, supervisory and administrative skills to provide sound educational programs for students.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Other duties may be assigned.*

* Work with Building Principals to manage “Title I” and “At Risk” programs.
* Provide leadership in planning and conducting curriculum studies including special programs for new courses, funding, staffing requirements, and curriculum impact.
* Oversee the selection of textbooks and provide guidance concerning textbook and other instructional material usage.
* Oversee the development and implementation of instructional programs.
* Oversee professional development activities for the district, including P.D. for new staff.
* Ensure a staff development program, which addresses curriculum needs.
* Monitor Accreditation processes.
* Coordinate and monitor the district school improvement process.
* Assist the Director of Financial Services in formulating and administering the budget in the areas of curriculum and instruction.
* Apply for and write grant applications.
* Provide leadership for the District Reproductive Health Committee.
* Provide leadership for the District Curriculum Council.
* Work through building level administrators in maintaining a district-wide K-12 testing and evaluation program with student outcomes being an integral measurement.
* Attend appropriate conferences, workshops and seminars and represent the school district on local, regional and state curriculum committees.
* Prepare reports and materials to provide administrative staff and the Board of Education with information relative to the instructional program.
* Implement/enhance communication networks to enhance delivery, implementation, operation and evaluation of the instructional program.
* Assist in developing and maintaining a consistent philosophy of elementary and secondary education.
* Work with staff in the implementation of the curriculum to obtain the developmental goals and student outcomes in the various K-12 curriculum areas.
* Work with Business Manager to complete and file all processes for Federal and State education programs.
* Attend special events held to recognize student achievement, and school sponsored activities.
* Work with Principals to establish and maintain standards of student conduct and enforce discipline as necessary.
* Cooperate with college and university officials regarding teacher training and preparation.
* Coordinate State testing programs for district, i.e. MEAP, MME.
* Serve as Homeless Liaison.
* Serve as District Civil Rights Coordinator.
* Oversee instructional initiatives so that these are sustained.
* Audit teaching staff for Highly Qualified status.
* Coordinate teaching and learning coaches. Coach teachers when appropriate.

**SUPERVISORY RESPONSIBILITIES:** Supervises principals, assistant principals and directors in all areas of the district curriculum. Indirectly supervises all teachers in all areas of the district curriculum. Also directly supervises administrative assistant.

**QUALIFICATION REQUIREMENTS**: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND/OR EXPERIENCE:** Master's degree, Curriculum and Instruction or equivalent preferred, plus 5 years classroom experience, previous administrative experience preferred, experience with federal programs preferred, experience with data and assessment preferred, effective training experience preferred, experience in demonstrated successful implementation of best teaching practices in at least one core area preferred.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Valid Michigan teaching certificate.

**LANGUAGE SKILLS:** Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to inquiries or complaints from students, parents, staff, regulatory agencies and/or community members.

**MATHEMATICAL SKILLS:** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**REASONING ABILITY:** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**OTHER SKILLS AND ABILITIES:** Must be able to transport between school buildings, districts and cities. Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, parents, staff and/or community members. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and Board of Education policies. Must be familiar with school law and able to work with law enforcement personnel.

**PHYSICAL DEMANDS**:

* The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
* While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is frequently required to stand and walk. Specific vision abilities required by this job include close vision, and the ability to adjust focus. The position requires meeting deadlines with severe time constraints, interacting with the public and staff, irregular or extended work hours. The employee is responsible for safety, well-being, and work output of others. Must be able to meet demands from several people. Must be able to travel from building to building.

**WORK ENVIRONMENT**:

* The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
* The noise level in the work environment is usually quiet. The noise level in this position varies. When visiting a building the noise level will be loud, in the office, quiet and at meetings, moderate.

*The information contained in this job description is for compliance with the American with Disabilities (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.*