

TITLE: Assistant Director of Curriculum Services

QUALIFICATIONS:

1. Master's degree or higher.
2. Valid educator's certification with coverage in educational leadership or administration/supervision.
3. Minimum of five years experience in curriculum planning, development and assessment.
4. Knowledge of current research-based best practices in curriculum, instruction, and assessment.
5. Demonstrated skill in oral and written communication, and interpersonal skills.
6. Demonstrated ability to work with diverse groups of people.
7. Experience with industry-standard computer applications.
8. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Executive Director of Curriculum and Staff Development

SUPERVISES: Curriculum Coordinators and other personnel as assigned.

JOB GOAL: To assist in the coordination of the development and implementation of curriculum and related services throughout the district including the identification of high standards and appropriate authentic assessment of student learning.

ESSENTIAL FUNCTIONS:

- *1. Assists the Executive Director of Curriculum and Staff Development in directing the administration and coordination of the District's instructional programs to support improved student learning and achievement gains.
- *2. Assists the Executive Director in developing, implementing, and evaluating the curriculum and instruction programs.
- *3. Collaborates with Assistant Director for Staff Development to plan and organize research based staff development to improve student achievement.
- *4. Remains readily available to principals.
- *5. Conducts evaluations of coordinators, consultants, teachers-on-assignment and other personnel as appropriate.
6. Assists the Executive Director in planning activities of the department and budgeting for the operation.
7. Uses stakeholder feedback to maintain a high level of customer satisfaction.
8. Demonstrates interpersonal skills and the skill to work with diverse groups of people.
9. Assists the Executive Director in the assurance of compliance with local, state, and federal laws, regulations and policies.
10. Assists the Executive Director in the district representation on advisory boards.
11. Completes administrative assignments as requested by the Executive Director to support the overall administration of the department.

* Core Measures

OTHER RESPONSIBILITIES:

Performs such other tasks and assumes such other responsibilities as may be required by the Superintendent or supervisor.

PHYSICAL REQUIREMENTS:

Position requires light work exerting up to twenty (20) pounds of force occasionally, and/or ten (10) pounds of force constantly to move objects.

TERMS OF EMPLOYMENT:

Twelve month year. Salary as established by the Board.

ASSESSMENT:

Performance of this job will be assessed annually in accordance with provisions of the Board's policy on assessment of administrative personnel.

Adopted: 09-08-2009