

South Umpqua School District

JOB DESCRIPTION

TITLE: Director of Curriculum and Instructions

TYPE: Administration

REPORTS TO: Superintendent

QUALIFICATIONS:

- A valid Oregon Professional Administrative License or ability to get one)
- Minimum 5 years of experience in educational leadership, with a focus on student achievement.
- Strong understanding of curriculum development, instructional strategies, and assessment practices.
- Demonstrated ability to analyze data and use it to inform decision-making.
- Familiarity with state and federal education policies and regulations.
- Ability to lead evidence-based improvement efforts based with experience in change management
- Ability to communicate effectively with students, parents, staff and other agencies.
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PERFORMANCE RESPONSIBILITIES (NOT NECESSARILY LIMITED TO):

1. Monitors and assists the curriculum and instruction coaches, specialists, and building administrators in assuring the District and State's educational programs are developed and implemented according to best practice, District policy, and State and Federal guidelines.
Supervise and coordinate curriculum and instructional materials adoption and implementation.
2. In collaboration with the Superintendent, supervise the planning and development of goals, objectives, materials, methods, and activities for District curriculum and instruction.
3. Professional development and PLC coordination for instructional staff, including a districtwide calendar and implementation supports
4. Supervise the development, implementation, and monitoring of Federal Programs, including Titles I, II, and VI.
5. Assumes responsibility for the supervision and evaluation of staff assigned to the Director of Curriculum and Instructions for supervision.
6. Collaborate with the finance department to develop and manage budgets for student achievement programs.
7. Ensure accurate record keeping, including managing federal notebooks for Titles I, II, and VI.
8. Management of our Integrated Application.
9. Serve as the District's curriculum liaison with outside agencies.
10. Implements new standard requirements from ODE.
11. Manage administration of Kindergarten Assessments.
12. Manage the collection and submission of information for the State School Report Cards.
13. Coordination of school data systems and school and district data teams
14. Private School Consultation
15. Coordination of Summer School
16. Implementing and promoting best practices in instructional technology.
17. Create and manage split funded (part federal, part general fund) employee time and effort sheets.
18. District MTSS systems implementation
19. Works jointly with the Director of Student Services in designing alternative education opportunities for students.

20. Works jointly with the Director Student Services to develop Federal programs and monitor district supported teaching strategies and assessments.
21. Collaborate with district leadership to develop and revise policies related to student achievement.
22. Coordination of a program for new teachers, including the mentorship program and calendar of support throughout the year.
23. Implementation and monitoring of instructional initiatives
24. District TAG Coordination
25. District Testing Coordination
26. Takes responsibility for personal professional growth and development by staying informed on current literature, new research findings, and best practices, as well as attending relevant professional meetings.
27. Other duties as assigned by the Superintendent.

PHYSICAL REQUIREMENTS:

Employee may: stand/walk 4-6 hours; sit 4-6 hours; drive 1-4 hours. The employee may use hands for repetitive single grasping, fine manipulation, and pushing/pulling 40 pounds maximum. The employee may bend, squat, lift and climb stairs occasionally.

EVALUATION: Performance of this position will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of administrative personnel.

TERMS OF EMPLOYMENT

Current work year is approximately 220 days per year, subject to change.
Salary and benefits as determined by the Board of Directors.

WORKPLACE EXPECTATIONS:

The employee has regular attendance at work and work activities, and is punctual in meeting deadlines, attending meetings, and following schedules.

The employee is dressed and groomed in a neat, clean, and appropriate professional manner for the assignment and work setting.

The employee maintains the integrity of confidential information relating to a student, family, colleague, or district patron. The employee uses or relays personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved.

The employee follows all district or supervisor policies, rules, regulations, memos, bulletins, announcements, applicable position descriptions, and reasonable requests by proper authority.

All licensed employees will meet the Teacher Standards and Practices Commission (TSPC) Standards for Competent and Ethical Educators

EMPLOYEE STATEMENT:

"I have reviewed the above position description and understand its contents."

"I am aware that my position description may be revised or updated at any time and that I remain responsible for knowledge of its contents."

"I hereby certify that I am able to fulfill the essential functions of the above position

Employee Name (Print)

Date

Employee Signature

This position description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all inclusive and the position may require other essential and/or non-essential functions, task, duties, or responsibilities not listed herein.