

Job Title:	Director of Curriculum	Job Category:	Certified
Department/Group:	Curriculum	Job Code/ Req#:	4071
Location:	Districtwide	Travel Required:	Yes
Level/Salary Range:	Certified Salary Schedule	Position Type:	Full-time
HR Contact:	Kim Klosterman	Date:	May 2020

Job Description

Job Summary

This position is intended to assist the Superintendent of Schools by providing leadership and vision in the ongoing establishment of goals, planning, development, coordination, implementation, and evaluation of curriculum and instructional programs, as well as student support services, within the Newport Independent School District to drive school and district improvement.

General Duties and Responsibilities

1. Shall determine appropriate action within clearly defined guidelines.
2. Shall present a positive image of the school to parents, and convey to them the schools' genuine concern with the education, growth, and development of each student.
3. Shall seek to establish friendly and cooperative partnerships between home and school.
4. Shall work to develop a positive public relationship between the school district and the community.
5. Shall carry out assignments in a timely manner without undue checking.
6. Shall react positively to directives.
7. Shall have a willingness to cooperate with the superintendent, district administrators, principals, and staff.
8. Shall maintain the confidentiality, both verbally and in written form, of each student's educational record.
9. Shall strive to maintain and improve professional competence.
10. Shall take necessary precautions to protect students, equipment, materials, and facilities.
11. Shall adhere to School Board of Education Policies and Procedures.

Essential Functions of Curriculum, Instruction, and Assessment:

1. Coordinates the development of instructional programs for the district.
 - Assists in the formulation of philosophy and goals for the regular instructional programs.
 - Coordinates activities relating to the determination of what is taught in the district.
 - Recommends changes in instructional programs for the district to the superintendent
2. Assists administrative and teaching staff in effecting desirable curricular changes and in the preparation of curricular materials for all levels.
 - Encourages the development, publication and use of new instructional materials by the professional staff.
 - Coordinates and directs the work of staff who develop Districtwide programs and curricula to meet the varying needs of the district.
3. Establishes procedures for implementing new instructional programs or changes in current instructional programs along with the management and selection of textbooks.
 - Chairs committees which research, plan, and organize new curricula and programs.
4. Provides for continuous evaluation and assessment of the district's curricular and instructional programs in order to measure their effectiveness.

- Oversees interpretation of assessment and other data results to District staff and community.
5. Works with staff to ensure vertical and horizontal continuity and articulation of the instructional Program throughout the district.
 - Acts as liaison with elementary, middle, and high school administrators and supervisors to coordinate curriculum planning and provide a logical transition through the grades for all students.
 - Works with staff to coordinate meetings related to curriculum articulation.
 - Maintains master files relating to the district's curricular programs, including the scope and sequence of such programs.
 6. Provides leadership to ensure understanding and promotion of the educational objectives of the District.
 - Communicates the adopted curriculum to professional staff and maintains a list of approved instructional materials.
 - Interprets the curriculum and its philosophy to the Board, administration, staff, and the general public.
 7. Provides guidance and oversight to, and works cooperatively with, staff members in the planning, administration, and evaluation of professional development activities.
 - Assists in the identification of faculty members to attend conferences and meetings planned for program development and professional growth.
 - Assists in the planning and implementation of programs designed to orient new members of the professional staff to the district's curriculum and instructional programs.
 8. Provides leadership and oversight for building-based school improvement teams.
 - Plans and coordinates in service training for school improvement teams.
 - Establishes procedures to ensure long-term effective operation of the school improvement teams.
 - Develops strategies designed to promote inter-team cooperation.
 - Communicates District-level vision, mission, and goals to building school improvement teams.
 9. Provides guidance from and to administrators and other staff on program assessment and implementation of new programs as well as school improvement initiatives.
 - Keeps informed of current research, trends, new materials, and methods in the fields of curriculum and instruction and shares information with staff.
 - Encourages the use of new materials and methodologies by professional staff.
 - Integrates knowledge of new materials and methods with the unique characteristic of the population.
 - Coordinates activities relating to the selection of appropriate instructional materials.
 10. Provides leadership and guidance for activities related to the acquisition of curriculum instruction Grants and the implementation of programs related to such grants.
 11. Stays apprised of governmental statutes, regulations, and rules relating to State & Federal programs
 12. Represents the District at meetings of such organizations and groups outside the District.
 - Participates in the work of local, state, and national curriculum associations and study groups.
 13. Supervises and evaluates the performance of all directors, facilitators, curriculum specialists, and others, as directed by the Superintendent.
 - Prioritizes, assigns, and delegates responsibilities to staff.
 - Sets performance goals annually to ensure a high level of competency.
 14. Assists in the recruitment, screening, employment, training, assignment, and evaluation of instructional personnel.
 - Works with Human Resources and building principals in the improvement of individual staff competencies.
 15. Ensures that Curriculum Department needs are met by accurate budget preparation and monitoring.
 - Analyzes current and future needs.
 - Forecasts local, state, and federal revenues to meet the requirements/needs of curricular programs.

- Maximizes limited resources.
 - Assists in the development and oversight of budget areas that pertain to curriculum, instruction, assessment, staff development, and federal/state programs.
16. Provides leadership in all areas of local and state assessments.
 - Serves as District Assessment Coordinator (DAC)
 17. Oversees the adult education and vocational education programs to ensure that compliance is being met in addition to maximizing program effectiveness.
 18. Provide support to schools through training sessions and to work with them to remove barriers, support organizational change, and ensure accountability.
 19. Oversees the English and Second Language (ESL) program and works in collaboration with NKCES to ensure program compliance.
 20. Provides leadership and guidance around various formative and summative assessments (school and district) and assists in the analysis of data to help schools and district make data-driven decisions.

Essential Functions of Support Services:

1. Provide effective leadership in the organization, administration, supervision and evaluation of all
2. Federal and state programs and services.
3. Serves as district SBDM Coordinator
4. Communicate, interact and work effectively and cooperatively with building administrators, departments, staff, parents, SBDM Councils, and the Board of Education.
5. Keep well informed of current educational research, best practices, trends, materials and processes in the area of special education, adult education, and vocational education. Maintain a high level of knowledge regarding developing issues, changes in the laws and educational methods of educating students for the purpose of managing an excellent student support network.
6. Supervise and direct all student services administrators and specialists for the purpose of delivering services which conform to established guidelines and monitor personnel/departmental effectiveness through ongoing program and service evaluations.
7. Ensure a system of intervention is developed in each school in partnership with the Curriculum, Instruction, and Assessment.
8. Provide leadership in planning, organizing and implementing professional development for staff. This would include design, monitoring and on-going evaluation of the RTI processes ensuring compliance with special education regulations.
9. Develop proposals, programs, budgets and grants related to student support services.
10. Oversee the annual department budget(s). Prepare, submit, manage and evaluate state, federal and competitive grants as assigned.
11. Develop, implement and carry out a systemic process for working with state and local agencies.
12. Prepare all needed documentation and report data to the Kentucky Department of Education and Federal Government.
13. Performs other tasks and assumes other responsibilities as may, from time to time, be assigned by the Superintendent.

Physical Demands:

- Work is performed while standing, sitting and/or walking.
- Requires the ability to communicate effectively using speech, vision, and hearing.
- Requires the use of hands for simple grasping and fine manipulations.
- Requires bending, squatting, crawling, climbing, and reaching.

Knowledge and Abilities:

- Working knowledge of college and career readiness and preparation.
- Working knowledge of curriculum, instruction, and assessment.
- Ability to produce, analyze, interpret, and summarize data.
- Ability to interpret policy and procedures.
- Demonstrate effective organizational skills and project management.
- Ability to evaluate programs and practices and develop short and long - term plans.
- Knowledge and understanding of counseling programs
- Ability to establish and maintain effective working relationships with multiple audiences including faculty, staff, students, families, post-secondary institutions, and business/industry professionals.
- Able to communicate effectively, both orally and in writing.

Certification and employment:

Degree in curriculum and instruction/educational administration preferred; a minimum of at least five (5) years in an administrative capacity; thorough knowledge of concepts and principles of curriculum design and development; knowledge of rules and regulations pertaining to instructional programs; knowledge of school administration and public relations; strong oral and written communication skills; excellent interpersonal skills; ability to develop and motivate staff; and appropriate Kentucky administrative certification.

Days of Employment: 240-day contract

Salary: Based on approved salary schedule by the Newport Board of Education

Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time