



**David Douglas School District #40
Licensed Job Description
Administrator**

JOB TITLE: Director of Curriculum

Job Purpose Statement/s: The position of Director of Curriculum is for the purpose/s of implementing and maintaining curriculum and federal programs in conformance with District and State objectives; serving as a resource to school personnel and the Board; and ensuring objectives of programs and services are achieved within budget guidelines.

Essential Job Functions:

- **Direct and coordinate** the curriculum and staff development for all schools
- **Supervise and evaluate** certified and classified staff assigned to the Curriculum Department
- **Direct and coordinate** after school programs
- **Direct and coordinate** district ESL and TAG programs
- **Supervise** the application and management of all categorical federal and state grants
- **Monitor** projects, grants and programs for the purpose of ensuring that student performance complies with district, state and federal requirements.
- **Serve** as the district representative to Charter Schools located in the district
- **Interpret** the curriculum and instruction program to staff, community and media
- **Assist** in determining new curriculum services, staff development opportunities and federal grant opportunities
- **Work** with administrators, teachers and parents to deliver the most effective and up to date curriculum and instruction services to all students
- **Facilitate** communication and coordination among instructional staff for the purpose of meeting curriculum and/or instructional objectives
- **Use** data to analyze performance and plan curriculum, staff development and instruction in accordance with that data
- **Serve** as the district representative on various county and state committees dealing with curriculum, instruction, staff development and federal grants
- **Attend** all School Board and Budget Committee meetings and prepare such reports as the superintendent may request
- **Assist** in preparing annual budget recommendations
- **Review** all requests and monitor expenditures of curriculum and federal grant accounts
- **Develop and supervise** district and school budgets for various curriculum functions and federal grants
- **Facilitate** monthly curriculum/principals meetings
- **Participate** in the activities of appropriate professional organizations
- **Serve** as a member, or designate a representative, of district committees working on curriculum or instructionally related programs
- **Assist** in development of inservice classes and workshops for administrative personnel
- **Edit, revise, and publish** the district curriculum policies and guidelines
- **Assist** the superintendent and deputy superintendent of schools as directed

Other Job Functions:

- **Assist** other personnel as may be required for the purpose of supporting them in the completion of their work activities
- **Facilitate** committees for positive outcomes

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Job Requirements-Qualifications:

Experience Preferred: Prior job related experience with increasing levels of administrative responsibility in curriculum and staff development, curriculum implementation and instruction.

Skills, Knowledge and/or Abilities Required:

Skills: Strong written and verbal communication, problem-solving, and budgeting skills. Ability to lead, manage, plan, direct and evaluate the work of others. Strong interpersonal skills and ability to establish and maintain effective relationships. Work harmoniously with administrative personnel, staff, parents, and community. Exhibit high level of personal and professional integrity and ethics.

Knowledge of current rules, policies, regulations, and laws relating to curriculum; employee relations, staff planning, best practices, and the district budget.

Abilities to sit for prolonged periods, provide directions to others and make independent judgments, keep and maintain accurate records, meet deadlines, communicate with individuals of varied cultural and educational backgrounds. Prompt and regular attendance. Significant physical abilities include reaching/handling, fingering, talking/hearing conversations and other sounds, visual acuity/depth perception/visual.

Licenses, Education and/or Testing Required: Master's Degree required. Eligible for or hold appropriate Administrative License; Criminal Justice Fingerprint Clearance

Multi-Cultural preferred. Bi-Lingual preferred.

The David Douglas School District welcomes applications from candidates that expand the District's diversity.

Terms of Employment: 262 days per year. Salary to be established by the Board.

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's Policy on Evaluation of Professional Personnel.

David Douglas School District Drug Testing and Criminal Background check

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.