

DIRECTOR OF CURRICULUM

QUALIFICATIONS:

1. Valid Kansas teaching license
2. Master's degree in Educational Leadership
3. Three years of experience as a school administrative staff member
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Superintendent of Schools

JOB GOAL: Provide leadership and coordination to deliver an aligned and articulated instructional program in all core subject areas. Guides development, implementation and evaluation of curriculum, instruction, and assessment services.

FULL/PART-TIME: Part-Time

FLSA: Exempt

BOE APPROVAL: 4/12/2021

ESSENTIAL FUNCTIONS OF THE JOB:

1. Regular attendance and punctuality are essential functions of the job.
2. Develop, coordinate, and supervise the district curriculum.
3. Plan, coordinate, and facilitate district curriculum committees.
4. Link state and national standards with the district curriculum.
5. Serve as the district textbook and instructional materials coordinator.
6. Oversee the selection of textbooks and other instructional materials.
7. Supervise the inventory process for district textbooks and instructional materials.
8. Implement and manage an effective textbook replacement schedule.
9. Coordinate with administrators for the replacement of curriculum materials including core consumables/workbooks.
10. Arrange for the disposal of textbooks and other instructional supplies and equipment.
11. Involve instructional staff in evaluating and selecting instructional materials to meet student learning needs.
12. Assist with the selection and purchase of supplemental equipment and supplies for program.
13. Must support district goals and objectives.
14. Facilitates the study and evaluation, and, as appropriate, recommends the adoption of new instructional materials, methods and programs.
15. Assists in the budget preparation for instructional programs as related to instructional supplies, equipment and materials, including web-based curriculum and computer software.
16. Coordinates formal efforts of the professional staff in projects of curriculum development, publication and the use of new instruction materials.
17. Facilitates district, group and administrative communication, plans and actions to keep curriculum relevant and updated to the future needs of students and teachers.
18. Maintain confidentiality of classroom, student and employee information.
19. Maintain a valid driver's license.
20. Performs other duties as assigned by the Superintendent and Board of Education.
21. Follows the building dress code while being a good role model for students and staff.

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This job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all-inclusive, and the job may require other essential and/or nonessential functions, tasks, duties, and responsibilities not listed herein. The District reserves the right to add, modify, or exclude any essential or nonessential requirement at any time with or without notice.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board policy *CGI Administrator Evaluation*.

PHYSICAL REQUIREMENTS OF THE JOB: An X indicates it is a requirement.

- 1. Very rarely requires exertion beyond walking.
- 2. Very rarely requires physical exertion beyond walking or climbing stairs.
- 3. Requires prolonged (over 50% of the time) standing and walking.
- 4. Requires prolonged (over 75% of the time) standing and walking.
- 5. Occasionally requires physical exertion to manually move, lift, carry, pull, or push heavy* objects or materials.
- 6. Frequently (over 20% of the time), requires physical exertion to manually move, lift, carry, or push heavy* objects or materials.
- 7. Frequently (over 33% of the time), requires physical exertion to manually move, lift, carry, or push heavy* objects or materials.
- 8. Over 50% of the time, requires physical exertion to manually move, lift, carry, or push heavy* objects or materials.
- 9. In addition to items 5, 6, 7, or 8, occasionally requires physical exertion to manually move, lift, carry, or push heavy objects weighing more than 50 pounds.
- 10. Driving skills and physical ability required to drive vehicle.

*Note: * "heavy" means not over 50 pounds*

I have reviewed this job description and will fulfill the duties described.

Signature

Date

An Equal Employment/Educational Opportunity Agency

Unified School District 407 does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning Unified School District 407 compliance with the regulations implementing Title VI, ADA, Title IX, or Section 504 is directed to contact the Unified School District 407 Superintendent, 802 N. Main, Russell, Kansas 67665, 785-483-2173.