

PUTNAM COUNTY SCHOOLS JOB DESCRIPTION

- Position:** Curriculum, Professional Learning and Accountability Director
- Evaluated by:** Assistant Superintendent for Curriculum/Instruction
- Job Description:** The Curriculum, Professional Learning and Accountability Director is responsible for working collaboratively with others to implement, revise and monitor management programs applicable to grades 6-12.
- Qualifications:** Holds or qualifies for a West Virginia Professional Administrative Certificate. Holds a master's degree related to the public-school program. Has a minimum of five years of teaching and/or educational administrative experience. Demonstrated effective school administrative experience at the secondary level.
- Length of Employment:** 261 Days
- Responsibilities:** The Curriculum, Professional Learning and Accountability Director shall have the following responsibilities and duties:
1. Demonstrate cognitive skills to gather, analyze and synthesize information to reach goals.
 2. Enhance quality of total school/county organization.
 3. Interpret federal/state legislation/regulations affecting education of students grades 6-12.
 4. Administer, revise and manage support programs applicable to grades 6-12, in accordance with federal, state and county policies and regulations.
 5. Manage fiscal procedures to include: prepare grant applications and monitor budgets in areas of assignment not limited to Title II and IV with specific alignment to the county and school specific strategic plans, utilize GPS planning and funding platforms, review grade span specific budgets; timesheet code review prior to submission of payroll
 6. Maintain federal programs monitoring records and documentation reporting.
 7. Participation in the local staff development council activities.
 8. Prepare all appropriate reports, data submissions and applications as required.
 9. Oversee alternative education plan submission.
 10. Participate in expulsion hearings grades 6-12.
 11. Coordinate graduation efforts county-wide.
 12. Coordinate advanced placement, dual credit, college credit, credit recovery and extended learning opportunities for students grades 9-12.
 13. Work cooperatively with the Assistant Superintendent for Curriculum and the Instructional Support Specialist in the development and delivery of professional learning opportunities.
 14. Assist with the implementation of the state and county testing program specific to AP, SAT and PSAT.
 15. Work cooperatively with other central office staff to develop and implement a comprehensive, system-wide school improvement process.
 16. Supervise the textbook adoption and inventory processes for grades 6-12.
 17. Supervise and participate in the evaluation of middle and high school principals.
 18. Coordinate professional learning and other school counselor efforts for grades 6-12.
 19. Maintain an open line of communication with community organizations and provide prompt responses to requests for information.
 20. Assist in school level professional learning, faculty senate meetings and principals' meetings.
 21. Organize, plan, coordinate drop-out prevention efforts.
 22. Perform other duties as assigned by the Superintendent or Assistant Superintendent for Curriculum/Instruction.