

# **NYE COUNTY SCHOOL DISTRICT – Human Resources Department**

Director of Curriculum and Instruction

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**FLSA Status:** EXEMPT

**Classification:** Certified

**Terms of Employment:** 8 hours per day, 12 months

**JOB GOAL:** Lead the construction of an instructional infrastructure (curriculum components, assessment strategy, data systems and structures, and collaboration structures along with observation, feedback, coaching, professional learning, monitoring, and continuous improvement) to maximize district learning.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented with other duties as assigned by the Supervisor which does not conflict with NCS D policies and administrative regulations.

1. Build, implement, and continue to improve a coherent PK-12 curriculum aligned to the Nevada Academic Content Standards, a comprehensive assessment strategy to provide real-time feedback on the effectiveness of teaching and learning, and a robust district and school-level data system to support data-informed decision making.
2. Collaborate with stakeholders to develop and utilize the collective efficacy of teams within the district to improve student and staff learning through collaboration structures.
3. Coordinate the development of an annual district professional learning plan which results in changes in teacher practices and improvements in student learning.
4. Facilitate the development and implementation of a district mentorship program for new teachers, Alternative Route to Licensure teachers, and any teacher who needs additional support.
5. Develop and coordinate the implementation of district plans for instructional initiatives such as Read by Grade 3, English Learner program, etc.
6. Assist schools in the development and execution of continuous improvement plans.
7. Supervise coordinators who assist in the work of the department.
8. Coordinate textbook adoptions to comply with state and district policy.
9. Assist with school and principal supervision.
10. Identify, set expectations, and coordinate the use of external partners.

## **POSITION EXPECTATIONS**

### **Knowledge, Skills and Abilities:**

1. Knowledge of effective curriculum development system.
2. Knowledge of best practices in professional learning to improve teaching and learning.
3. Ability to assist in the development, implementation, and evaluation of district and school plans.
4. Ability to develop and work within a budget.
5. Ability to develop systems to sustain the work of Curriculum & Instruction.
6. Ability to work effectively with multiple constituencies.
7. Excellent communication, organization, and presentation skills.
8. Ability to prioritize and manage multiple tasks and projects.
9. Familiar with and assists with the implementation of all District policies and administrative regulations as related to specific assignment.
10. Familiar with and understands FERPA, HIPAA, and other confidentiality situations and guidelines in the educational setting.
11. Recognizes and reports hazards, conforms to safety standards as prescribed.
12. Recognizes and notifies administrators of unauthorized persons on campus, and/or of issues that require immediate attention.
13. Familiar with District site emergency/crisis response procedures, plans and drills (e.g. fire drills, bomb threats, lock-downs, etc.)

**POSITION REQUIREMENTS**

**Education, Training, and Experience:**

1. Master's degree from an accredited college or university and demonstrated knowledge regarding curriculum, educational issues, mandates, and trends that affect student achievement, teacher effectiveness, and school management
2. Successful administrative experience
3. Minimum of five (5) years certified experience in a school system including at least three (3) years of classroom teaching

**Licenses and Certifications:**

1. Valid Nevada Department of Education Administrative and Teaching license with endorsement(s) related to administrative assignment
2. Valid Nevada Driver License

**Screening and Compliance:**

1. Ability to pass State and Federal criminal background check
2. Compliance with NCSD Drug and Alcohol Testing Policy

**WORK ENVIRONMENT:**

**Strength:** Occasionally required to lift or carry equipment up to 50 lbs.

**Physical Demands:** Frequent sitting, standing, walking, pushing, pulling, carrying, stooping, reaching, handling and repetitive fine motor activities. Hearing and speech to communicate in person or over the telephone. Stamina to remain seated and maintain concentration for an extended period of time.

**Vision:** Frequent near acuity, occasional far acuity. Vision to read printed materials, a VDT screen or other monitoring devices.

**Environmental Conditions:** Climate controlled office setting, outside weather conditions traveling to and from District facilities, and exposure to low/moderate noise intensity levels.

**Hazards:** Furniture, office equipment, communicable diseases, chemicals and fumes, and potential electrical hazards during installation procedures.

**Working Conditions:** Office or suitable workspace with computer and office equipment necessary to carry out functions of position.

**Equal Opportunity Employer**

Nye County School District is an Equal Opportunity Employer. Nye County School District does not sanction or tolerate discrimination in any form on the basis of race, color, religion, age, gender, pregnancy, sexual orientation, national origin, ancestry, disability, veteran status, domestic partnership, genetic information, gender identity or expression, political affiliation, or membership in the Nevada National Guard.

**Americans with Disabilities Act**

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Candidates are encouraged to discuss potential accommodations with the Department of Human Resources.

Approved by: \_\_\_\_\_

Superintendent

1/30/2020  
Date

**Acknowledgment**

I have read and understand the requirements of my job.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Administrator/Human Resources Name: \_\_\_\_\_

Administrator/Human Resources Signature: \_\_\_\_\_

Date: \_\_\_\_\_