

Director, Curriculum & Instruction
Marshall Public School District Job Description

Position Title: Director of Curriculum and
Instruction

Department: Central Office

Reports To: Superintendent of Schools

SUMMARY: carries out supervisory responsibilities dealing with curriculum and instruction, professional development, technology, and student affairs.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *(Other duties may be assigned)*

Curriculum, Instruction and Data Analysis

- Provides leadership in planning and conducting curriculum development efforts, including curriculum writing and textbook selection.
- Serves on district Instructional Coordinating Council
- Oversees the development and implementation of instructional programs
- Oversees professional development activities for the District, assure that staff development programs address the academic needs of the students and the CSIP goals and objectives set by the District.
- Serves as adjunct member of the district Professional Development Committee
- Analyzes all district testing data and educates staff to utilize data in improvement initiatives for classroom instruction.
- Attends Board meetings and prepares such reports for the Board as the Superintendent may request.
- Supervises district new teacher orientation and mentor program.

Technology

- Oversees evaluation process of Network Administrator and Educational Technology Specialists
- Monitors and controls project costs vs. budget
- Monitors technology project progress and keeps Superintendent informed.
- Supports overall technology approach

SUPERVISORY RESPONSIBILITIES: Oversees and supervises Educational Technology Specialists and Network Administrator.

EDUCATION and/or EXPERIENCE: A Specialist Degree in Education, former experience as a building level administrator or other central office administrator required. Shall meet all state certification requirements.

EVALUATION: Performance of this position will be evaluated in accordance with provisions in the Board's policy on Evaluation of Professional Personnel.

TERMS OF EMPLOYMENT: 12 month employee. 2 weeks Vacation