

Job Description
MOORE PUBLIC SCHOOLS

Job Title: Director (Curriculum)

Qualifications:

Credentials: Certification in specific program area

Education: Master's degree in Education, Administration or related field;
Doctorate or extensive Post Graduate experience preferred.

Training or Experience Required: Three to five years teaching experience and Central Office, Curriculum Department, or School Administration preferred.
Strong background in the analysis of various student assessment data.

Special Skills, Knowledge, Abilities:

Required to know about federal/state regulations and laws affecting specific program areas.

Communication Skills (oral, written, or business): Basic communication skills to exchange information, give/receive instructions and respond to inquiries. Includes filling out forms.

Knowledge of grammatical structure, vocabulary for preparing correspondence from rough draft or proofing of completed material. Communicates in clear, grammatically correct English. In addition, composes correspondence; trains and directs others and provides complex instructions; conducts interviews. In addition, must use creativity; makes public speeches or presentations or provides complex letters or reports.

Data Recording/Record Keeping: Performs data recording/record keeping operations determining what changes need to be made to existing records, including computerized records.

Mathematical Skills: Performs routine computations requiring a knowledge of addition, subtraction, multiplication and division using whole numbers, fractions, decimals and/or percentages.

Reading and Interpreting: Reads and interprets complex written or printed materials such as ordinances, resolutions, policies and procedures, complex diagrams, plans, contracts, regulations.

Reports To: Superintendent or Designee

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Job Goal (Purpose of Position): Performs administrative level duties under limited supervision to provide leadership, coordination, evaluation, public relations, and consultation relative to curriculum. An incumbent in this position will utilize discretion, ingenuity and independent judgment due to the complexity of the job. Since there may be several ways to solve a problem, an incumbent is free to choose the solution.

Contact with Others: An incumbent in this position has regular contact with persons outside the district which requires tact and diplomacy and independent judgment such as problem solving; making formal presentations; interpreting policies and procedures based on experience.

Performance Expectations: The incumbent/employee will need to (A) Be customer focused to resolve problems effectively. (B) Manage human resources and diversity while promoting: productivity and efficiency; health and safety; employee training and development, empowerment, and appraisal; constructive corrective counseling and discipline; resolution of complaints or grievances. (C) Manage resources with fiscal responsibility while maintaining proper accountability of records. (D) Manage information and communications with staff and public effectively. (E) Conduct short and long range planning to set and/or attain district goals and objectives. (F) Demonstrate leadership by being a good role model to reinforce productive and customer-focused behavior; use creativity, innovation, and initiative to identify solutions to problems. (G) Be a team player with co-workers, subordinates, other managers, and community leaders to accomplish district objectives or goals. (H) and contribute to quality of district programs including extracurricular programs; Be involved in personal growth and development.

Essential Job Functions (PERFORMANCE RESPONSIBILITIES):

1. Administers and oversees the various assigned programs. Evaluates program needs, and makes appropriate recommendations. Maintains awareness of local, state, and federal regulations regarding programs and assumes responsibility for their implementation.
2. Supervises curriculum staff including hiring, performance appraisal, discipline/commendation, training, and other personnel functions.
3. Oversees departmental budgets. Oversees the administration of grants, title funds, and other assigned funds. Oversees purchasing, inventory/ordering of materials; equipment use and replacement.
4. Provides consultative/technical assistance to various schools.
5. Devises and maintains records and reports as necessary.

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6. Recommends varied instructional materials for use in classrooms.
7. Interprets test results, statistical data, trend data, and district goals as they relate to programs, to administrators, staff and patrons. Identifies strengths and weaknesses of district curriculum and instructional practices and makes recommendations.
8. Regularly observes instruction in classrooms, and upon request of the principal, helps teachers improve their performance.
9. Makes recommendations to the Superintendent on certified personnel selection, employment and placement for the Curriculum Department as needed.
10. Supervises the selection, procurement and disbursement of textbooks, and assists in the financial accounting of the textbook fund in the schools.
11. Reports regularly to the Superintendent on any development or problem within the district requiring the Superintendent's awareness or action.
12. Attends meetings as assigned by the Superintendent and takes responsibility for maintaining current practices through on-going professional development.
13. Serves on committees as the Superintendent directs. Serves as the district liaison to the professional development committee.
14. Supervises such personnel as the Superintendent may assign either temporarily or regularly.
15. Maintains a research-based program of professional development for instructional staff. Collaborates with elementary education, secondary education, and personnel on professional development needs and programs.
16. Conducts original qualitative and quantitative research. Reviews and recommends on non-invasive research targeted to improve instructional/curriculum practices.
17. Develops a scholarly academic agenda that is research based and includes local, state, national presentations, grant writing, and submissions to publications.
18. Prepares press releases and public relations materials to recognize accomplishments of the district.
19. Develops grant proposals to address curriculum/instructional needs within the district.

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20. Develops a district-wide literacy plan that addresses cross curricular integration of literacy skills.
21. Performs other duties as assigned by the Superintendent or Designee.

Supervision exercised: Supervises curriculum coordinators and classified personnel who support curriculum services.

Physical/Mental Requirements and Working Conditions:

This is an office/administrative job with few if any physical/mental requirements other than those included in the essential functions. May on occasion have to lift and transport supplies, equipment, materials, etc.

TERMS OF EMPLOYMENT: Twelve month year. Salary to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of Board policy.

Approved 03-08-93

Revised: 08-13-07