

## **U.S.D. No. 289 - Curriculum Director Job description**

**Purpose:** To assist the Superintendent, the administrative team, and the faculty by providing leadership in developing, achieving, maintaining and evaluating the best possible educational programs and services.

**Responsible to:** Superintendent of Schools

**Qualifications:**

1. Master's degree in Curriculum and Instruction preferred. A Master's degree in Educational Administration preferred.
2. A minimum of three years teaching experience is desired.
3. Knowledge of current curriculum trends essential.

**Essential Functions:**

1. Provide professional leadership in organizing, administering, supervising, and evaluating curriculum.
2. Establish an optimal learning environment within the school.
3. Ensure that all school programs and activities conform to district guidelines.
4. Communicate effectively with all members of the school district and community.
5. Work effectively with community organizations.
6. React to change productively and handle other tasks as assigned.
7. Support the value of an education.
8. Support the philosophy and mission of U.S.D. No. 289.
9. Oversees continuous alignment of district curriculum with the standards of Kansas.
10. Ability to help coach teachers in the implementation of the curriculum.

**General Responsibilities:**

1. Assume the overall direction and coordination responsibilities for the curriculum of the district.
2. Direct, with cooperative input from the administrative team and faculty, the appropriate studies and reviews to determine the adequacy of the curriculum; and recommend to the board of education changes and improvements in the curriculum as the need arises.
3. Keep informed of trends and developments in the fields of elementary and secondary education that may affect future curriculum needs of the district.
4. Organize and chair district curriculum planning committees.
5. Develop textbook adoption procedures and maintain a textbook adoption rotation for all subjects.

6. Direct and coordinate in cooperation with the administrative team, faculty, and school counselors, the testing program for the district.
7. Cooperate with the administrative team in the personnel functions of selection and assignments.
8. Complete reports as may be required by the superintendent.
9. Communicate to staff, administrators, board of education, and the general public as required.
10. Complete and oversee district grants and programs as required by the superintendent.
11. Oversee all aspects of the school improvement process and related topics.
12. Responsible for developing and updating the district in-service program. Chair the district Professional Development Council.
13. Oversee the district testing program.
14. Others duties that may be assigned by the superintendent.

**Physical Requirements/Environmental Conditions:**

1. Requires prolonged sitting or standing.
2. Occasionally requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.
3. Occasional stooping, bending, and reaching.
4. Requires some travel.
5. Must work indoors and outdoors year-round.
6. Must work in noisy and crowded environments.

**Terms of Employment:**

Eleven month contract, see Board Policy for terms.

**Evaluation:**

Performance of this job will be evaluated by the superintendent according to Board Policy and state regulations.