

SCHOOL DISTRICT OF ALACHUA COUNTY

DIRECTOR -- CURRICULUM

JOB DESCRIPTION

JOB CODE:	630050	BARGAINING UNIT ELIGIBILITY:	No
FLSA:	Exempt	PAY GRADE:	05
CONTRACT CODE:	04	SALARY SCHEDULE:	Administrative

QUALIFICATIONS:

- (1) Masters degree from an approved accredited educational institution.
- (2) Certification in Florida Educational Leadership.
- (3) Minimum of five (5) years experience in Successful classroom teaching experience.
- (4) Minimum of five (5) years experience in School level administrative experience preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of current research, trends, and best practices in K-12 curriculum and instruction. Knowledge of Florida School laws, Regulations and School Board policies and procedures as they relate to instruction. Ability to recognize the need and skill to direct the instructional program (K-12) to provide quality education for the youth of the community. Ability to work with administrators, teachers and other resource persons. Knowledge of Florida statutes and rules related to charter schools. Knowledge of the school improvement process, state assessment program, instruction and administration. Ability to interpret and use data for educational decisions.

REPORTS TO:

Superintendent, Deputy -- Curriculum and Instructional Services

JOB GOAL

<p>To provide effective leadership in the planning, development, implementation and evaluation of K-12 curricula.</p>

SUPERVISES:

Assigned Personnel

PERFORMANCE RESPONSIBILITIES:

- * (1) Initiate and coordinate the development, dissemination, and implementation of K-12 curricula.
- * (2) Develop, design, and assist schools in implementation of curriculum models for improving student achievement.
- * (3) Recommend K-12 School Improvement initiatives by interpreting requirements, disseminating information and maintaining school compliance.
- * (4) Gather and report information about district and school programs.
- * (5) Assist in solving problems of teachers, other personnel, parents, and community members.
- * (6) Coordinate district monitoring of charter schools; provide feedback to charter schools as a result of monitoring efforts.

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- * (7) Serve as district contact for charter schools.
- * (8) Coordinate and disseminate information to prospective charter applicants and assist with the application process.
- * (9) Coordinate District staff review of charter applicants and prepare the district's response to applications.
- * (10) Coordinate the provision of technical assistance to charter schools.
- * (11) Maintain regular and open communication with charter schools regarding operational needs and compliance review.
- * (12) Direct the development of School Improvement Plan.
- * (13) Interpret and monitor school compliance with state statutes, DOE requirement, School Board policies related to curriculum and instruction in schools.
- * (14) Direct, monitor and provide technical assistance to School Advisory Councils.
- * (15) Respond to board members, principals, Assistant Principals, CRT's, parents, teachers, and community members regarding concerns relating to State initiatives and accountability programs.
- * (16) Analyze school evaluation data.
- * (17) Participate in development and enforcement of policies, methods and procedures for functions of the Curriculum and Instruction Division.
- * (18) Participate in the development, monitoring and control of budget and funds.
- * (19) Promote innovative programs to enhance student achievement.
- * (20) Facilitate collaboration among school and district personnel to ensure articulation among school levels, as well as basic, exceptional, vocational and special programs and services.
- * (21) Work closely with district and school staffs to support school improvement initiatives and processes.
- * (22) Keep informed and disseminate information about current research, trends and best practices in areas of responsibility.
- * (23) Facilitate the development, implementation and evaluation of staff development activities in assigned areas.
- * (24) Collaborate with other departments and contribute to the planning and operation of the district.
- * (25) Provide leadership and guidance in the development of annual goals and objectives for assigned department or program.
- * (26) Identify and support staff development initiatives to enhance student achievement.
- * (27) Demonstrate proactive leadership and effective management skills to motivate and gain commitment of staff to facilitate task accomplishment.
- * (28) Utilize appropriate strategies to make decisions regarding planning, utilization of funds, delivering services and evaluation of services provided.
- * (29) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions.
- * (30) Be knowledgeable of and adhere to Board Policies.
- * (31) Assist in the interpretation of programs, philosophy and policies of the district to staff, students, parents and the community.
- * (32) Interact with parents, outside agencies, business and community to enhance the understanding of district initiatives and priorities and to elicit support and assistance.
- * (33) Represent the district in a positive and professional manner and demonstrate support for the school district and its goals and priorities.
- * (34) Monitor district compliance with applicable codes, rules and statutes.

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- *(35) Keep abreast of legal requirements and proposed changes in areas of responsibility and provide advice to the supervisor as to their impact on the District.
- *(36) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action. Keep supervisor informed of potential problems or unusual events.
- *(37) Participate in the development of policies and procedures.
- *(38) Attend meetings and conferences to promote professional growth and benefit the District.
- *(39) Maintain expertise in assigned area to fulfill project goals and objectives.
- *(40) Prepare or oversee the preparation of all required reports and maintain updated and accurate records.
- *(41) Develop appropriate Board agenda items pertaining to areas of responsibility.
- *(42) Communicate effectively with the public, staff members, administrators, and other contact persons using tact and good judgment.
- *(43) Respond to inquiries and concerns in a timely manner.
- *(44) Model and maintain high ethical standards.
- *(45) Plan, implement and evaluate staff development activities of assigned personnel.
- *(46) Adhere to applicable safety standards.
- *(47) Follow attendance, punctuality and proper dress rules.
- *(48) Maintain confidentiality regarding school/workplace matters.
- *(49) Serve on district, state or community councils or committees as assigned or appropriate.
- (50) Perform other duties as assigned.

**Essential Performance Responsibilities*

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

- Salary and benefits shall be paid consistent with the Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Addendum No. 11

Adopted: 7/20/10