

JOB TITLE:	Director of Curriculum and Instruction	Reports to:	Superintendent
FLSA status:	Exempt	Supervisor duties:	ELL/ Gifted
Classification:	Certified - Admin	Approved on:	10/13/2020
Position Summary:	Provides leadership in planning, developing, coordinating and evaluating special programs curriculum and instruction for grades P-12; assists in the ongoing development and improvement of curriculum and instruction in the district; assists the Superintendent in working with the Board, the administrative team, staff, parents, community groups, and professional organizations; and implements and maintains excellent curriculum and instruction.		

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Development and Maintenance of standards-based curriculum, course pacing, and assessment resources that support teachers in designing, implementing, adjusting, and evaluating student learning.
- Increase teacher effectiveness by developing quality resources and decreasing teacher workload.
- Provide support to instructional staff incorporating a variety of content specific pedagogical methods essential to increasing student achievement.
- Studying, evaluating, and implementing innovative techniques & methods of teaching
- Providing leadership in the development, articulation & implementation of an exemplary curricular program and assessments
- Improving the instruction program through assisting with evaluation of curriculum
- Providing leadership to district instructional coaches / Student Achievement Teachers
- Facilitate collaboratively the District wide Professional Development plan both Certified and Classified
- Lead new teacher induction and teacher mentoring program
- Assisting in the coordination of a positive/collaborative staff development program as relates to curriculum and instruction
- Duties as assigned by the Superintendent

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of national, federal, state and District laws, rules, and regulations related to the operation and management of school districts and personnel
- Knowledge of curriculum development and implementation techniques and methods
- Knowledge of instructional methodologies and implementation techniques and methods
- Skill in implementing long and short term strategic plans, goals and objectives
- Skill in delegating, coaching, assigning and reviewing work performance
- Skill in oral and written communications
- Skill in monitoring multiple budget funding sources for compliance with specifications and regulations
- Skill in establishing and maintaining effective working relationships

QUALIFICATIONS & REQUIREMENTS:

Education & Experience:

- Master's degree in Curriculum and Instruction or Educational Leadership or similar
- Experience with facilitation of curriculum development and standards-based lesson design
- Instructional coaching experience
- Experience with the design and implementation of District wide professional development plan
- Minimum of five years classroom teaching and/or three years building administration experience

- Ability to build relationships, work collaboratively, and communicate effectively with site administrators, instructional coaches, and teachers.
- Strong experience in childhood development and appropriate practices
- Valid Arizona Teaching & Administration Certificate
- Most possess a valid and current AZ driver license with state minimum required insurance
- Criminal justice/Fingerprint clearance

Computer Proficiency: MS Office Suite, Google Suite

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to sit extensively, stand and walk. The employee may be required to move forty (40) pounds and could occasionally lift or move up to twenty-five (25) pounds.

WORK ENVIRONMENT:

This position regularly works indoors. The noise level in the work environment is generally quiet to moderate and may become excessively noisy at times. Will have contact with employees, external agencies and the public. May be exposed to infectious diseases, air, water and bodily fluid borne pathogens. May be exposed to irate individuals.

Disclaimer: The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties may be performed by the individual currently holding this position and additional duties may be assigned.