

SCHOOL DISTRICT OF LEVY COUNTY

JOB DESCRIPTION

DIRECTOR, CURRICULUM

QUALIFICATIONS:

- (1) Master's Degree from an accredited educational institution.
- (2) Certification in Educational Leadership or School Principal.
- (3) Minimum of three (3) years appropriate teaching experience.
- (4) Minimum of three (3) years appropriate administrative experience.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of national, State, and District educational goals and standards. Knowledge of effective school concepts and principles. Knowledge of state-of-the-art research and proven best practices in areas of responsibility. Knowledge of principles and concepts for continuous quality improvement in education. Knowledge of learning theory, program planning, curriculum development and management of instructional programs. Knowledge of statutory and regulatory requirements in areas of responsibility. Ability to supervise people. Ability to plan and present information to the public. Ability to facilitate various size groups using facilitative leadership skills. Ability to make decisions based on relevant information. Ability to understand the Course Code Directory and Florida Statutes related to curriculum and instruction requirements. Extensive understanding of the Pupil Progression Plan. Ability to balance several job functions at one time and work under a heavy work load. Ability to work cooperatively with school personnel, community and other departments and agencies. Good interpersonal and communication skills. Ability to analyze statistical data for trends and standard performance in various programs and to develop strategies for improvement. Ability to represent the District at state and regional functions.

REPORTS TO:

Assistant Superintendent, Instruction and Vocational Director

JOB GOAL

To provide leadership, coordination, and support for k-12 programs and activities to provide high quality curriculum and instruction to students throughout the District.

SUPERVISES:

Assigned Personnel

PERFORMANCE RESPONSIBILITIES:

- * (1) Coordinate the planning, implementation, articulation and evaluation of relevant curriculum and instructional programs.
- * (2) Coordinate the development, implementation and evaluation of District-wide curricula for secondary education programs.
- * (3) Coordinate the development, implementation and evaluation of innovative curriculum and instructional programs.

DIRECTOR, CURRICULUM (Continued)

- * (4) Coordinate, monitor and evaluate curriculum studies and special projects.
- * (5) Direct and coordinate program planning to involve District and school personnel, community representatives and students when appropriate.
- * (6) Provide or assist in providing oversight for the District's special programs, such as Academic Scholars, Advanced Placement, dual enrollment, and Tech Prep / School-to-Work.
- * (7) Serve as a program consultant to school personnel with assistance in the identification of program needs and the selection of appropriate materials and equipment.
- * (8) Maintain a close working relationship with school administrators to ensure information exchange, coordination of efforts, and general support for the decision-making process.
- * (9) Assist school personnel in initiating and implementing new programs.
- (10) Assist in school improvement initiatives.
- (11) Assist schools in keeping abreast of graduation requirements, state mandates, District initiatives, and opportunities for participation in grants or special programs.
- (12) Assist in the development, utilization, revision and dissemination of instructional program material.
- (13) Assist the Superintendent in maintaining appropriate coordination among the basic instructional program and various special programs.
- * (14) Develop and monitor an articulation plan for secondary curriculum and learning activities.
- (15) Oversee categorical and special programs and grants for secondary programs.
- * (16) Work with school and District personnel in obtaining information regarding the effectiveness of program implementation.
- (17) Provide assistance for the development and implementation of performance standards.
- (18) Provide assistance for the implementation of the District's student progression plan.
- (19) Provide assistance for the Southern Association of Colleges and Schools accreditation process.
- * (20) Monitor assessment test and Vital Sign results and take steps to promote student achievement in areas needing improvement.
- (21) Assist in the development of curriculum and learning development activities designed to achieve priority goals identified through the District's planning process.
- * (22) Keep well informed about current trends in education.
- (23) Assist school principals, as needed, in the recruitment, selection, placement and appraisal of school-based instructional personnel.
- (24) Assist in the development of administrative guidelines for secondary education programs.
- (25) Assist in the development of policies for secondary education programs.
- * (26) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- (27) Assist in the development, implementation and evaluation of staff development activities.
- * (28) Prepare all required reports and maintain all appropriate records.
- (29) Assist in the preparation of the budget.
- (30) Maintain a close working relationship with school personnel to ensure articulation of programs and services.
- * (31) Administer District and State testing programs and provide feedback on test results.
- (32) Coordinate the District's Equity Program.
- * (33) Supervise and monitor the District's truancy program.
- (34) Perform other incidental tasks consistent with the goals and objectives of this position.
- * (35) Ability to work in a constant state of alertness and safe manner.

PHYSICAL REQUIREMENTS:

DIRECTOR, CURRICULUM (Continued)

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 District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

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

*Essential Performance Responsibilities

Job Description Supplement Code 4

Board Approved 06/16/2009

Revised Board Approval 04/11/2017