

**BERLIN AREA SCHOOL DISTRICT
JOB DESCRIPTION**

POSITION TITLE: DIRECTOR OF CURRICULUM AND INSTRUCTION

JOB PURPOSE:

To direct the development and refinement of the District's PreK-12 curriculum, assessment, and instruction. To work in conjunction with the Superintendent, Principals, and other administrators to ensure a comprehensive continuum of services that ensures the success of all students.

QUALIFICATIONS:

1. Licensed as a Director of Instruction (required) and Principal (preferred)
2. Master's degree in administration
3. Three (3) years of successful teaching experience
4. Demonstrated success in school leadership resulting in student achievement

KNOWLEDGE, SKILLS, AND ABILITIES:

Demonstrated experience and background in PreK-12 curriculum, curriculum development, instructional delivery, and professional development. Demonstrated success in showing improvement in student engagement, academic growth and achievement, and instructional systems. Evidence of strong leadership abilities, especially in working with teachers and administrators to improve outcomes for students. Ability to effectively work with individuals and groups of adults. Ability to work with parents around instructional and other matters, to resolve concerns and conflicts. Ability to effectively present information, communicate positively, and respond to questions from administration, the Board of Education, teachers, support staff, students, parents, and the general public in a positive and pleasant manner. Ability to motivate, guide, and supervise staff. Ability to handle stressful situations with professionalism. Ability to organize and manage numerous details and meet critical deadlines. Ability to respond to change and frequent interruptions in a professional manner. Ability to maintain confidentiality in all aspects of the position. Ability to use technology for data analysis, communication, and presentation development. Ability to work independently or as part of a team without supervision and effectively make decisions.

REPORTS TO:

Berlin Area School District Superintendent

SUPERVISES:

This position helps support the Superintendent and Principals in supervising all instruction staff and administrators. The Director of Curriculum and Instruction may directly supervise instructional coaches, curriculum secretary, and other instructional positions as assigned.

PERFORMANCE RESPONSIBILITIES

- Demonstrates commitment to the education of children by supporting the organizational vision, mission, guiding principles, and strategic direction of the Berlin Area School District.
- Plans, develops, implements, and evaluates the Prek-12 instructional program and ensures the program's compliance with District, state, and federal rules and guidelines as well as current research and best practices.

- Fosters the improvement of instructional programs and services through curriculum development and technology integration.
- Coordinates with the Principal and other administrators the development, implementation, and success of all course content, skills, knowledge, and performance areas, scope and sequence, and articulation of the curriculum.
- Meets regularly (weekly) with Principals and other instructional administrators and coordinators regarding curriculum, instruction, assessment, and professional development.
- Coordinates the development and implementation of all PreK-12 assessment systems that meet the rules, laws, and guidelines.
- Serves as the District Assessment Coordinator.
- Oversees the district registrar position as well as registration and enrollment systems.
- Coordinates with Principals and other administrators in overseeing student attendance systems, practices, and data.
- Manages the annual communication and oversight of the State Report Cards for review with the various Board committees, staff, and parents.
- Assumes the responsibility for the documentation and dissemination of all curricula and manages all processes for curriculum adoption and review that involves the Board of Education.
- Guides and collaborates with staff, administrators, and the Board of Education in the selection of curriculum and instructional materials, resources, the modification and review of all such materials.
- Oversees the annual and ongoing District and school level continuous improvement efforts, including all professional development activities at the District and school level.
- Leads and coordinates with staff and administrators in the identification, development of, training in, and implementation of instructional methods appropriate to the respective curricula they support which are aimed at the continuous improvement of student achievement and expansion of the instructional design.
- Assumes responsibility for District compliance with local, state, and federal regulations governing all non-special education instructional programs, including the timely filing of reports and maintenance of records.
- Oversees the development and implementation of PreK-12 summer school programming, with the support of school principals and other administrators.
- Coordinates and maintains the state mandated Educator Effectiveness Program for the purposes of evaluating all teachers and instructional staff.
- Coordinates the mentor program for new teachers, typically in years 1-3.
- Collaborates with Principals to coordinate the implementation of a program of services to identify and meet the needs of advanced learners (gifted/talented).
- Collaborates with the Principals and Director of Pupil Services in overseeing all services for students identified as English Language Learners (ELLs).
- Oversees and monitors the development, writing, timely submission, and implementation of state and federal grants and funding including annual and quarterly submissions. This includes Common School Funds as well as all Title funding.
- Assists in the development and administration of all budgets related to curriculum, instructional programs, assessment, and staff development.
- Supports the Principals in the integration of technology into instructional practices.
- Advises the Superintendent on all matters related to curriculum, instruction, assessment, student instructional data, and instructional related policies.

- Assists in establishing and maintaining good relations with local civic leaders, professionals, service providers, parents, CESAs, legislators, and the community.
- Actively engages with the community in the support of students and the District.
- Engages in personal and professional growth activities to enhance job performance and meet the changing needs of the position.
- Performs all other duties as assigned by the Superintendent.

PHYSICAL REQUIREMENTS:

Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as light work.

WORKING CONDITIONS:

This position is primarily an indoor position with office space somewhere in the District school buildings and requires office time, meeting times, early morning and late evening hours for meetings, and movement within the school buildings.

TERMS OF EMPLOYMENT:

Standard July 1 to June 30 administrative contract
260 days a year
Full-time

EVALUATION:

This position will be evaluated by the Superintendent. Performance will be evaluated in accordance with provision of the Board's policy on evaluation of personnel with focus on holding teachers and principals accountable for effective teaching and learning that produces district expected results.