

Position:	Director of Curriculum and Instruction
Reports to:	Superintendent
Employment Status:	Regular/Full-time
FLSA Status:	Exempt
Description:	<p>Act as the Superintendent's designee; supports activities primarily associated with special projects, data collection, test coordinator, Federal Programs/Grants, grant writing, development of new programs and district reporting as needed for waivers; supports the district gifted coordinator with services, etc.</p> <p>Assists district administrators and classroom teachers with the implementation of evaluation tools; curriculum; instructional delivery techniques; data collection, evaluation, and application; and use of results mandated tests; may serve as an ad hoc member/resource individual for LPDC committee.</p> <p>Assists in the design, development, and implementation of graded courses of study as provided by statute; assists in the coordination of textbook studies and in the writing and editing of curriculum publications. Provides professional development experiences based on identified needs of educators.</p>

NOTE: The below lists are not ranked in order of importance

Essential Functions:

- Ensure safety of students
- Interact in a positive manner with staff, students, and parents
- Promote good public relations by personal appearance, attitude, and conversation
- Attend meetings and in-services, special events, and functions as required
- Coordinate/assist in district wide programs or special projects with curriculum impact
- Maintain respect at all times for confidential information, e.g., test scores, student/personnel information
- Coordinate development of curriculum and instruction and textbook review and adoption K-12 and Pre-K
- Responsible for implementing curriculum review and alignment with state academic content standards
- Responsible for coordination, creation, and submission of grant applications to the federal and state government
- Work with classroom teachers and district administrators to facilitate implementation of courses of study and Academic Content Standards; orient new teachers to the curriculum and standards; evaluate implementation
- Knowledge of developments in curriculum and consultation in determining their appropriateness for inclusion the district's educational plans
- Collect and utilize data for program evaluation, modification, and revision
- Assist with planning and coordination of Resident Educator Program
- Works with district personnel to explore, evaluate, and apply research based instructional techniques and instructional models
- Coordinate certified staff professional development based on stakeholder needs and administers funding
- Cooperate with building administrators in the development and implementation of administrative professional development activities

Other Duties and Responsibilities:

- Responsible for application, administration, and reporting compliance required by federal programs
- Active participation with educational leaders in curriculum at the state, regional, and national levels
- Assist the Superintendent and Treasurer with budget development in areas of curriculum and materials
- Provide teachers with counsel and assistance toward the solution of instructional problems
- Recommend policy as it relates to curriculum
- Communicate with the public, the Board of Education, and staff on school improvement efforts

- Assist in the reporting of testing and curriculum information through EMIS
- Responsible for researching and determining grants applicable to the district's goals
- Assist in providing research and information requested by the Summit County ESC/SST8
- Keep current on ODE rules, regulations, policies, and procedures
- Maintains sound working relationships with community, state, and national professional organizations and the Ohio Department of Education by attending job related in-services and meetings

Qualifications:

- Master's degree (M.A.) or equivalent or four to ten years of related experience
- Appropriate state of Ohio certification/license
- Alternative to the above qualifications as the Superintendent and/or Board of Education may find appropriate
- Knowledge of Ohio Standards-Based Education, School District Reporting Cards, Continuous Improvement Planning (CIP), and a thorough knowledge of major academic areas, curriculum and staff development processes, instructional technology, and best teaching practices

Required Knowledge, Skills, and Abilities:

- Ability to communicate effectively with others both orally and in writing
- Organizational and problem solving skills
- Knowledge of all Ohio academic content standards, initiatives, and laws
- Ability to lead and motivate staff; Posses team building skills
- Knowledge of child/adult development and learning and instructional strategies

Equipment Operated:

- Computer/copier/fax machine
- Telephone
- Interactive software/projection systems

Additional Working Conditions:

- Occasional exposure to blood, bodily fluids and tissue
- Occasional interaction among staff/students
- Occasional operation of a vehicle in inclement weather conditions, i.e., must be prepared to come to school on all scheduled workdays including calamity days
- Frequent regular requirement to sit, stand, walk, reach, stretch with hands and arms, kneel, climb, and stoop
- Occasional requirement to travel
- Occasional requirement to lift, carry, push, and pull various supplies and equipment
- Repetitive hand motion, e.g., computer keyboard, typing, calculator, writing

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

Approved by: Norton City Board of Education
Adoption date: February 13, 2023