



DIRECTOR OF CURRICULUM AND INSTRUCTION JOB DESCRIPTION

Purpose: The Director of Curriculum and Instruction assists the Head of School in coordinating and supervising the effective operation of the school. To accomplish these tasks, the Director of Curriculum and Instruction works closely with the community, staff, and administration.

Responsible To: Head of School

Essential Functions:

1. Provide professional leadership in organizing, administering, supervising, and evaluating the effective operation of the school.
2. Establish an optimum learning environment.
3. Ensure that assigned school programs and activities conform to federal, state, and district guidelines.
4. Communicate effectively with all members of the school and community.
5. Work effectively with community organizations.
6. React to change productively and handle other tasks as assigned.
7. Support the value of an education.

Responsibilities:

1. Implement and maintain a school-wide plan for curriculum study and improvement consistent with the school's vision, goals, and policies.
2. Coordinate development of new and revised curriculum for the school. Organize and review the results of curriculum committees, ensuring results are consistent with division objectives.
3. Work with division and teacher committees in organizing and coordinating grade level and department meetings in order to effect horizontal and vertical integration and articulation of the instructional program throughout the school.
4. Provide leadership and direction to the school for all educational matters. Provide goals and objectives for educational programs.
5. Supervise and coordinate teacher assessment program.
6. Plan, develop, implement, and evaluate the curricular and instructional program of the school.
7. Interpret the present curriculum and proposed curriculum changes to the board, the administration, and the staff.

8. Conduct and coordinate school-wide research and testing for measuring the effectiveness of the total educational program.
9. Keep informed on the latest research, trends, and developments in all areas of education and interpret for staff as necessary.
10. Monitor textbook and supplementary materials selection used in educational programs in the school.
11. Direct the creation of and edit for publication all curriculum guides and materials prepared by and to be distributed among the instructional staff.
12. Coordinate and monitor staff development and in-service activities for the education staff.
13. Observe teachers in their classrooms and offer insights for the enhancement of effective instruction.
14. Supervise the educational technology program of the school including acquisition and usage for appropriate technology equipment.
15. Play a significant leadership role in fostering professional growth and building staff morale throughout the school.
16. Examine and develop graduation requirements and other educational standards and develop appropriate recommendations for revision consistent with school goals and within state requirements.
17. Request the appropriation of services needed for sufficient management of the educational program.
18. Assist in the development of school policies and administrative rules.
19. Oversee the dual enrollment program for high school students.
20. Coordinate all testing for students including PSAT, SAT, ACT, Iowa Standardized Test, and AP exams.
21. Act in the absence of the Head of School when so designated.
22. Perform such other duties as may be assigned by the Head of School.