



DIRECTOR OF CURRICULUM

Purpose Statement

The job of Curriculum Director was established for the purpose of directing assigned District wide programs, including but not limited to: curriculum, instruction, and instructional materials; ensuring that program components maximize the educational experience of every student: providing information and serving as a resource to others; define objectives by planning, evaluating, developing, implementing and maintaining assigned services in compliance with established guidelines; and serving as a member of the leadership team.

This job reports to the Assistant Superintendent of Teaching, Learning, and Assessment.

Essential Functions

- Guide the selection of textbooks and other instructional materials to enhance student achievement and certify compliance to the local and state adoption guideline.
- Provide leadership and vision in the ongoing planning, development, implementation, review and evaluation of the district's curriculum and instruction.
- Ensure that the district strategic plan objectives are aligned to state standards in order to yield the highest student achievement and instructional excellence.
- Collaborates with a wide variety of internal and external personnel (e.g. administrators, board members, teachers, assigned staff, vendors, public agencies, community members, etc.) for the purpose of implementing and/or maintaining services and programs.
- Support aspects of district instructional and curricular integration of technology.
- Coordinates program components, support needs and materials for the purpose of delivering services that enhance student learning and conform to established guidelines.
- Develops and manages budgets, expenditures and related financial activities for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed.
- Evaluates and makes recommendations for policies, procedures and current practices that are related to assigned program components for the purpose of ensuring that programs and services meet student and teacher needs as well as District and state objectives and guidelines.
- Presents and participates in workshops, meetings, and committees at the state and local levels for the purpose of identifying issues, developing recommendations, supporting other staff and serving as a District representative.
- Coordinates and monitors assigned program and/or departmental activities (e.g. curriculum development and alignment, instructional strategy development, adoption of instructional materials, etc.) for the purpose of achieving outcomes in relation to district strategic plan and ensuring compliance to legal requirements.
- Supervise the development of curriculum content and scope and sequence guides for the purpose of enhancing student achievement and conforming to district and state curriculum and/or instructional objectives.
- Participate in the interviewing, evaluating, training, supervising, and counseling of the instructional staff as appropriate.
- Conduct formal and informal observations and supervision of staff.
- Conduct observations of any teachers as requested by the administration.



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- Prepares a wide variety of written materials in both manual and electronic formats (e.g. presentations, reports, correspondence, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Prepares grant applications for submitting (e.g. through researching, identifying available grants, writing, editing) for the purpose of supporting existing and planned program activities.
- Present information on a variety of topics for the purpose of conveying information and/or recommendations regarding district curriculum and instructional materials.
- Researches a variety of topics (e.g. instructional methods, textbooks and instructional materials, current practices and methods, curriculum guidelines, legal regulations, etc.) for the purpose of developing new and/or revising existing programs and strategic plans.
- Respond to issues and inquiries from internal and external parties for the purpose of identifying the relevant issues and recommending or implementing plans of action that will efficiently resolve issues as it pertains to curriculum and instruction.
- Serves as an information resource to other staffs on local, state and federal committees.
- Attend and actively participate in professional association meetings and conferences at the local, county, state and national levels.
- Serve on district-wide committees as needed.
- Establish an open line of communication with the community.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the District.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the job include: operating standard office equipment, use a variety of software applications, planning and managing projects; and preparing and maintaining accurate records and budgets.

KNOWLEDGE is required to perform algebra and/or geometry, speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: curriculum adoption process; program planning and development; concepts of grammar and punctuation; principles of best instructional practices; curriculum design; personnel processes; budget guidelines; and evaluation processes.

ABILITY is required to schedule and attend a number of activities, meetings and/or events. Required to work with a significant diversity of individuals and/or groups. Specific ability-based competencies required to satisfactorily perform the functions of the job include adapting to changing work priorities, communicating with diverse groups and individuals; decision making; leadership; meeting deadlines and schedules; setting priorities; working as part of a team and working with detailed information.



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Responsibility

Responsibilities include: working independently under organizational policies to achieve district strategic plan objectives; supervise the use of budgets for multiple departments; and evaluate staff in an ongoing basis.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: lifting, carrying, pushing and/or pulling; and significant fine finger dexterity. Generally, the job requires 60% sitting, 20% walking and 20% standing.

EXPERIENCE:

Job related experience within specialized field with increasing levels of responsibility is required.

EDUCATION:

Minimum of a Master's Degree in related field preferred.

EQUIVALENCY:

None Specified



REQUIRED TESTING:

CERTIFICATES & LICENSES:
Administrator Licensure preferred

FLSA STATUS:
Exempt

CONTINUING EDUCATION / TRAINING:

CLEARANCES:
Criminal Justice Fingerprint/Background Clearance

SALARY GRADE:
Professional