Deputy Superintendent - Director (Curriculum and Instruction)

Position: Director (Curriculum and Instruction)

Job Number: 4600134018
Start Date: 4600134018
Open Date: 05/03/2017
Closing Date: 

POSITION SUMMARY:

The Director of Curriculum and Instruction assures the successful development and support for a rigorous and standards-based curriculum and associated curricular resources. The Director supervises and leads all of the district's elementary and secondary Core Content and Extended Core Coordinators as they administer the curricular programs and ensure the effective implementation of the Georgia Standards of Excellence and the Georgia Performance Standards. The Director will be responsible for systemic implementation of the curricular program, including standards, curriculum, instruction, assessment, and professional learning, in all grade levels and subject areas.

ESSENTIAL DUTIES:

1. Creates and implements a cohesive learning system consistent with the district’s vision, mission, strategic initiatives, and policies that includes curriculum development and improvement, effective instructional practices, and a balanced assessment system.
2. Provides direction and leadership on the development of a comprehensive curriculum for all K-12 schools including scope and sequence documents, pacing guides, and units of study with embedded assessments.
3. Develops, in collaboration with the Coordinators, district and school professional learning programs for teachers, support staff, administrators, and parent volunteers to assist in raising the level of instructional performance and student achievement.
4. Works collaboratively with other departments for the integration of district curriculum aligned with the district’s strategic plan.
5. Supports, where applicable, the implementation of the signature programs (International Baccalaureate, STEM, and College & Career Readiness).
6. Integrates social emotional learning (SEL) within the curriculum.
7. Effectively communicates with community and stakeholders.
8. Sets, assesses, and verifies short-term and long-term goals of the curriculum. Uses data to make decisions and adjustments to the curriculum program.
9. Designs and implements professional learning to support the curriculum using effective practices, including research on theory and content standards.
10. Provides and supports ongoing professional learning for the Coordinators in order to increase their effectiveness.
11. Develops and reviews the department’s annual budget; analyzes and reviews budgetary and financial data; monitors and authorizes expenditures in accordance with established guidelines.
12. Supervises, evaluates, and holds accountable the performance and professionalism of assigned staff; interviews and selects employees, and recommends reassignments, terminations, and disciplinary actions.
13. Performs other duties as assigned.

KNOWLEDGE, SKILLS, & ABILITIES:

- Has knowledge and becomes an expert on curriculum, Georgia Standards of Excellence and Georgia Performance Standards, and methods of instruction for the district.
- Possesses successful experience designing and delivering professional learning; engaging a variety of stakeholders.
- Has demonstrated ability to plan, organize, provide leadership, and work collaboratively with other teams.

https://ats4.searchsoft.net/ats/job_board_form?op=view&JOB_ID=4600134018&COMPANY_ID=MA000623&redirect_qs=&redirect_qs=start_index%3D200%26CO... 1/2
Use of strong interpersonal skills and the ability to create trusting and productive relationships.

Has strong organizational skills with outstanding attention to detail.

Proficient in MS PowerPoint, Word, and Excel.

Requirements

EDUCATION:

- Master's degree in education, education leadership, or a related field required.

CERTIFICATION/LICENSE:

- Must possess or be eligible to obtain Georgia Professional Standards Commission Certification at a level 5 or higher in Educational Leadership or Instructional/Curriculum Leadership.

WORK EXPERIENCE:

- Five years of educational experience required.
- Three years of school-based leadership experience required.

Compensation

SALARY GRADE: 137

SALARY RANGE: $92,133 to $126,683

WORK DAYS: 254 Days (Annual)

FLSA Status: Exempt

Employment Category: At-Will

Reports to: Assistant Superintendent (Teaching and Learning)