

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

DIRECTOR, CURRICULUM and INSTRUCTION

SALARY SCHEDULE: ADMINISTRATIVE – C

COST CENTER: CURRICULUM AND INSTRUCTION (9054)

QUALIFICATIONS:

- (1) Master's Degree from an accredited educational institution.
- (2) Minimum of three (3) years experience in school-based and/or central office educational leadership

KNOWLEDGE, SKILLS AND ABILITIES:

Broad knowledge of curriculum development and management. Awareness of current trends in curriculum, teaching methods and strategies. Ability to analyze data and skills to format data into effective programs. Ability to communicate effectively across a wide spectrum of people. Ability to prioritize functions and manage time and stress effectively.

REPORTS TO:

The Appropriate Executive Director

JOB GOAL

To provide administrative oversight and leadership for the development, implementation, monitoring and evaluation of curriculum for the kindergarten through adult instructional program.

SUPERVISES:

Program Specialists
Program Consultants
Clerical Staff as assigned

PERFORMANCE RESPONSIBILITIES:

- * (1) Direct and coordinate all activities related to the district curriculum and instructional delivery system.
- * (2) Assess the need for curriculum revisions related to the Sunshine State Standards, state statutes and rules and district expectations.
- * (3) Provide for the identification, development and dissemination of instructional best practices.
- * (4) Oversee the development and identification of district curriculum assessments.
- * (5) Direct the review and identification of instructional materials that support effective implementation of the curriculum.
- * (6) Coordinate the development and implementation of district and school inservice workshops and institutes for teachers and administrators.
- * (7) Coordinate special projects/programs related to the instructional program.
- * (8) Assist with the implementation of the District instructional management system.
- * (9) Assist in the development of department budgets and monitor expenditures.
- * (10) Evaluate the effectiveness of district curriculum and instruction implementation.
- * (11) Develop and implement grant-based programs designed to support curriculum and instruction.
- * (12) Establish and maintain effective channels of communication with all stakeholders.

Director, Curriculum and Instruction (Continued)

- *(13) Serve as District contact person for curriculum and instruction.
- *(14) Assist in the interpretation of programs, philosophy and policies of the District to staff, students and the community.
- *(15) Interact with parents, outside agencies, business and community to enhance understanding of district initiatives and priorities and to elicit support and assistance.
- *(16) Respond to inquiries or concerns in a timely manner.
- *(17) Keep supervisor informed of potential problems or unusual events.
- *(18) Work closely with District and school staffs to support school improvement initiatives and processes.
- *(19) Disseminate information and current research to appropriate personnel.
- *(20) Keep well informed about current trends and best practices in areas of responsibility.
- *(21) Facilitate the development, implementation and evaluation of staff development activities in assigned areas.
- *(22) Promote and support professional growth for self and others.
- *(23) Develop annual goals and objectives consistent with and in support of District goals and priorities.
- *(24) Maintain a network of peer contacts through professional organizations.
- *(25) Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.
- *(26) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- *(27) Prepare or oversee the preparation of all required reports and maintain appropriate records.
- *(28) Serve on District, state or community councils or committees as assigned or appropriate.
- *(29) Represent, consistently, the District in a positive and professional manner.
- *(30) Provide leadership and direction for the assigned areas of responsibility.
- *(31) Provide leadership and guidance in the development of annual goals and objectives for assigned department or program.
- *(32) Utilize appropriate strategies and problem-solving tools to make decisions concerning planning, utilization of funds, delivering services and evaluation of services provided.
- *(33) Assist in implementing the District's goals and strategic commitments.
- *(34) Exercise proactive leadership in promoting the vision and mission of the District.
- *(35) Provide oversight and direction for cooperative planning with other agencies.
- *(36) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- *(37) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- *(38) Facilitate problem solving by individuals or groups.
- *(39) Perform other incidental tasks consistent with the goals and objectives of this position.
- *(40) Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

Director, Curriculum and Instruction (Continued)**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 10

*Essential Performance Responsibilities