

Wachusett Regional School District

EXECUTIVE STAFF

JOB DESCRIPTION

TITLE:

Director of Curriculum

QUALIFICATIONS:

The Director of Curriculum shall have completed relevant graduate study with at least ten years of successful employment experience in education, including teaching, supervision, and administration. The Director of Curriculum shall be certified as an Administrator by the Commonwealth, certification as an Assistant Superintendent preferred. The Director of Curriculum shall possess successful experience in areas such as curriculum development, evaluation, supervision, grant writing and administration, and central administration, professional development. The Director of Curriculum shall possess other qualities of academic, professional, and personal experience that the Superintendent may specify.

REPORTS TO:

The Superintendent of Schools

PERFORMANCE EVALUATION:

The Director shall be evaluated annually based on the goals and objectives composed and agreed to by the Director and the Superintendent.

REPRESENTATION STATUS:

Individual Employment Contract with the District

JOB RESPONSIBILITIES:

The Director of Curriculum is the chief curriculum officer of the Superintendent and is a member of the Superintendent's Executive Staff. As a member of the Executive Staff, he/she shall provide leadership for the School District, represent the Superintendent as appropriate at official school and community functions, inform the Superintendent of changes in trends, laws, rules, or regulations in his/her area of expertise, and provide reports to the Superintendent of his/her activities and as

requested. The Director of Curriculum shall conduct his/her duties in full compliance with applicable federal and state law and local ordinance and shall uphold all policies and procedures promulgated by the School Committee and/or the Superintendent. The Director of Curriculum, in conjunction with the Superintendent, shall develop annual job goals that will become part of the criteria used to evaluate the Director of Curriculum.

In carrying out these responsibilities, the Director of Curriculum shall:

1. Plan and oversee services for pupils in the school system that promote pupil welfare and support the general instructional effort;
2. Manage the implementation of curriculum aligned with state frameworks, common core standards, and teacher performance measures;
3. Coordinate and articulate curriculum and teaching initiatives between grade levels;
4. Coordinate accountability efforts through the systematic gathering and reporting of meaningful data regarding the curriculum of the District;
5. Coordinate and direct the curriculum and instructional program for the District, including conferring with all administrators of other services, directors, supervisors, coordinators, specialists, and other curriculum staff members on all problems of curriculum and instruction, and serving as a consultant to principals and teachers on all phases of the instructional program with a focus on coordinating the educational program among schools within the District;
6. Organize and coordinate the procurement of educational materials through the development of standardized lists in all curriculum areas and confer with commercial and educational representatives who visit the school system about such educational materials;
7. Coordinate the development of curriculum for the District to include recommending to the Superintendent policies and regulations pertaining to curriculum, communicating and implementing those policies, assisting in the development of individualized programs to provide needed flexibility as well as to provide an evaluation of new programs, assisting in the development and coordination of policies concerning experimental programs in curriculum, assessing curriculum needs for new, revised, or changes in content or delivery systems, directing curriculum studies in all subject areas with classroom teachers and others as appropriate, and developing and distributing those curriculum publications and materials that are prepared by staff and approved by the Superintendent and the School Committee, when necessary;

8. Coordinate the writing, implementation and evaluation of grants and special projects to include the development of such projects that are possible through state or federal legislation, local or cooperative partnerships, and/or grants;
9. Formulate, plan, and implement a comprehensive annual professional development program for professional staff (teachers and administrators);
10. Direct the implementation of instructional technology, including professional development;
11. Keep abreast of new developments in curriculum, evaluation, and district management through readings, conferences, and other means of gathering training and knowledge and disseminate information to member of the administrative, instructional, and support staffs on a regular basis including conducting staff development seminars and lessons for the benefit of District employees;
12. Conduct performance evaluations of staff as assigned by the Superintendent in conformance with established procedures and under accepted criteria;
13. Work collaboratively with the Central Office staff to develop plans for assessing and monitoring the progress of all students, including special education, English Language Learners (ELL), and Title 1 populations.;
14. Advises the Superintendent on legal matters pertaining to curriculum;
15. Develop and direct the orientation and induction program for new teachers, including assignment of mentors;
16. Collaboratively develop proposed instructional budgets including staffing needs, instructional materials, and provisions for teaching and learning programs;
17. Conduct other executive staff duties and responsibilities as directed by the Superintendent, including attending school committee meetings and subcommittee meetings as requested or required by the Superintendent or attending and participating in community meetings and working with community organizations; and, any other executive staff function required by the Superintendent.

SUPERVISES:

Curriculum Supervisors
Curriculum Coaches
Other persons as assigned by the Superintendent

Approved by:

Thomas G. Pandiscio, Superintendent of Schools

Date: 06/07/2011