

Hyde County Schools

DIRECTOR OF CURRICULUM AND INSTRUCTION

NATURE OF WORK

Under limited supervision, performs a variety of supervisory, professional, and administrative tasks in directing the administration for all aspects of curriculum and instruction for the school district. Work involves providing departmental leadership, working closely with the individual schools and the State Department. Employee also works with inside and outside agencies to share information and determine the most effective means of providing oversight for all areas of curriculum and instruction.

DUTIES AND RESPONSIBILITIES

Organizes, directs and evaluates all employees in the testing and accountability department; sets goals for the department and directs testing administration programs; executes, monitors, and evaluates the progress of the programs.

Collaborates with the Superintendent, Principals, and Teacher Leaders regarding professional development necessary for the effective implementation of the intended curriculum and research based effective instructional strategies.

Collaborates with other Directors in order to provide cohesiveness throughout the district

Reviews requests for instructional materials from principals and teachers

Provides guidance in the selection of instructional materials

Leads in the implementation of electronic learning materials for all students

Provides leadership and keeps current with educational initiatives and the educational literature.

Attends and participates in state and national professional organizations devoted to the advancement of curriculum and instruction.

Directs the development of district level benchmark assessments and reviews data with principals and teachers.

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Prepares and provides materials to the Superintendent for presentations to the Board of Education, principals, teachers, parents and community groups; attends regular meetings of the Board as

designated by the Deputy Superintendent; conducts staff meetings; attends other related meetings.

Provides leadership in the development of curriculum guides, pacing guides, task analyses, and assessment items

Provides leadership in the evaluation of instructional methods and programs with recommendations for implementation within the district

When needed will draft letters and memoranda for the Superintendent.

Reviews and edits departmental reports and other school system documents.

Supervises the maintenance of records, reports, inventories and documentation of costs for budget preparation and to ensure the fiscal responsibility of the organization and is accountable for non- consumable materials used for instructional purposes.

Stays current with professional journals and research papers; attends seminars, conferences and workshops to continuously update professional knowledge.

Works with driver's education teachers to coordinate the driver's education program

Reports to the State Department and Department of Motor Vehicle as required.

Performs special projects assigned by Deputy Superintendent and Superintendent.

Completes random moment in time studies as required by MAC program guidelines

Performs other related work as required by the Superintendent.

MINIMUM TRAINING AND EXPERIENCE

Master in Educational Administration, or Curriculum and Instruction, or a related field, and 5-7 years of experience in educational administration, curriculum development, supervision of instruction; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

ESSENTIAL JOB FUNCTIONS

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Must be physically able to operate a variety of equipment including computers, copiers, and etc

Must be physically able to operate a motor vehicle

Must be able to exert up to 10 pounds of force occasionally; and/or a negligible amount of force constantly to lift, carry, push, pull or otherwise move objects.

Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics of data, people or things.

Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates or assistants

Requires the ability to read a variety of correspondence, reports, forms, articles, proposals, contracts, etc Requires the ability to prepare correspondence, reports, forms, evaluations, policies, etc. using prescribed formats.

Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form.

Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions.

Must be able to communicate effectively and efficiently in a variety of technical or professional languages including medical, legal and counseling terminology

Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.

Requires the ability to successfully collaborate with people beyond giving and receiving of instructions

Must be adaptable to performing under stress and when confronted with emergency situations.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of educational administration, or curriculum development/implementation and supervision of instructional staff Special knowledge of North Carolina Common Core State Standards and NC Essential Standards

Thorough knowledge of program guidelines and professional standards Considerable knowledge of

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the Common Core Standards and North Carolina and Essential Standards

Considerable knowledge of School Board policies, procedures and standards regarding education

Considerable knowledge of the current legislature, literature, trends, methods and developments in the areas of curriculum and instruction

Considerable knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations

General knowledge of the principles of organization, supervision, and administration

General knowledge of database, statistics, and graphical software available

Skill in training and supporting school administration and other staff

Skill in designing data collection instruments such as surveys.

Ability to develop and implement short-and long-term goals that will improve the curriculum, teaching, and student learning

Ability to develop and present training

Ability to maintain complete and accurate records and to develop meaningful reports, charts and graphs from them

Ability to use common office machines and popular computer-driven word processing, spreadsheet and file maintenance programs

Ability to effectively express ideas orally and in writing

Ability to establish and maintain effective working relationships as necessitated by work assignments

REPORTS TO: Superintendent

FSLA STATUS: Exempt

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work

performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.