

TITLE: DIRECTOR OF CURRICULUM**SUPERVISOR:** Assistant Superintendent of Secondary Education and Curriculum**SUPERVISES:** Directly supervises content committees and the administrative assistant to the Director of Curriculum.**PRIMARY FUNCTION:**

The Director of Curriculum oversees our District's curriculum, manages curriculum development decisions, sets and trains on curriculum standards and curriculum approval procedures; leads program development and course development. By overseeing curricula and teaching standards, the Director of Curriculum has the crucial responsibility of ensuring and consistently seeking to improve the quality of education delivered in Coeur d'Alene Schools.

QUALIFICATIONS:

- Master's degree in Education Administration, Curriculum, or an equivalent combination of relevant work experience and education; Preferred candidates will hold an Administrative Credential in Idaho or be eligible for an Administrative Credential in Idaho;
- Five years of successful teaching experience required and successful school administrative experience preferred;
- Understanding of learning theory, instruction systems design, and effective evaluation of student learning outcomes and how each of these relates to curriculum;
- Previous supervisory experience preferred;
- Strategic planning and project management skills;
- Ability to perform job duties with minimal supervisions, effectively prioritize work, meet multiple deadlines, and adjust to changing workloads and priorities;
- High level of customer service and interpersonal skills;
- Commitment to providing outstanding service to all staff, faculty, and students;
- Ability to read and interpret complex documents such as reports and budgets.

RESPONSIBILITIES:**Curricular Design and Implementation**

- Supervises and/or coordinates the development of PreK-12 graded courses of study, adoption of textbook and/or instructional materials, and the selection of instructional supplies and equipment.
- Collaborates with leaders and educators to establish and implement curriculum quality and course design standards based on current or innovative pedagogy and best practices.
- Compiles budgets and cost estimates based on documented program needs.
- Assists with the integration of considerations for special populations into the district's curriculum, including, but not limited to: students with disabilities, English language learners, gifted and talented learners, and students with dyslexia.
- Collaborates with institutions of higher learning for vertical alignment of the District's curriculum PK-16.
- Assists with the articulation of specialized programs of study, including but not limited to Career and Technical Education, Advanced Placement and Dual Credit Courses.
- Oversees development and delivery of training and support resources for teachers on the use of curriculum design systems.
- Participates in academic committees and task forces.
- Participates in professional development and continuing education activities to support both personal and departmental growth.

Curricular Monitoring and Revision

- Recommends changes and additions in the instructional program based on research and established goals.

- Observes teachers and offers insights, suggestions, and feedback for the enhancement of curriculum design, delivery and teaching-learning process.
- Collaborates with the Director of Assessment and System Performance to develop and implement learning activities, both strategic and operational, including metrics to track and evaluate progress.
- Coordinates and collaborates with Director of Technology and the Director of Assessment and System Performance to oversee and manage the District's learning management systems.
- Coordinates and evaluates the work of curriculum and content-area specialists in support of school improvement.

Curriculum Reporting

- Prepares and submits reports and other documents as requested by the Superintendent or designee.
- Assists in communicating information to parents and community members regarding curricular resources and developments.
- Oversees development and publication of other documents within the office.
- Prepares drafts of needed Board policies, procedures, and status reports for the Superintendent's review and action.
- Maintain knowledge of the policies, issues, and laws affecting curricular design including online and blended learning.

Other Responsibilities:

- Assure compliance with Board policies and applicable laws.
- Any other duties as assigned.

ESSENTIAL PHYSICAL REQUIREMENTS - required with or without a reasonable accommodation:

- Effective communication capabilities to discern verbal conversation
- Comprehend the meaning of words and respond effectively
- Visual acuity to comprehend written work, prepare, review, and organize documents and observe classroom and student activities
- Manual dexterity to perform repetitive hand/wrist/arm motions and to operate a computer and office equipment
- Personal mobility, flexibility, and balance which permits the employee to work in an office environment and travel around the district and community as necessary
- Job tasks require rarely stooping, reaching, pushing, pulling, lifting, grasping and lifting or moving objects that weigh up to 10 lbs.

TERMS OF EMPLOYMENT:	Exempt Position working for twelve (12) months. This position is contracted on an Idaho State Approved Administrator Contract if eligible.
SALARY:	Determined by the Superintendent or Designee
BENEFITS:	Annual leave of 20 days per year; Other benefits as provided certificated staff
EVALUATION:	Performance of this job will be evaluated in accordance with provisions of Board's Policy on Evaluation of Administrative Staff.