

## BALDWIN-WHITEHALL SCHOOL DISTRICT

**Title:** DIRECTOR OF CURRICULUM

**Qualifications:**

1. At least eight years successful experience in teaching and school administration.
2. A Master's Degree or higher.
3. Demonstrated leadership ability in working with students, staff, parents, and the general public.
4. Permanent teaching and administrative certification.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**Reports To:** Assistant Superintendent

**Supervises:** Professional staff in matters pertaining to curriculum and instruction.

**Job Goal:** To provide leadership in the ongoing development and improvement of the entire program.

### **Performance Responsibilities:**

#### A. General Administrative Duties and Responsibilities

1. Assures articulation of the testing program by developing test schedules, ordering and distributing test materials, and arranging for scoring services.
2. Maintains the planned-course library for the District and disseminates the written curriculum to all parties of interest.
3. Aids the Assistant Superintendent, as requested, to monitor the school budget.
4. Assists with the grant process development of federal and PDE requests for proposals.
5. Coordinates distribution of instructional materials and orders new textbook adoptions according to enrollment.
6. Meets deadlines in a timely manner.
7. Displays knowledge of, interprets and supports District policies.
8. Assures knowledge of, and compliance with all state curriculum regulations.

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- B. Supervision
  - 1. Meets with principals to discuss concerns with curriculum and instruction.
  - 2. Assists principals in helping teachers to improve instructional techniques through classroom visitations, conferences and clinical supervision.
  - 3. Motivates staff members to utilize their talents to improve instruction.
- C. Personnel Management
  - 1. Assist with determining staffing needs.
  - 2. Interviews prospective applicants and screens candidates for possible employment.
  - 3. Utilizes the talents of the staff in developing curriculum, instructional programs, and teaching strategies.
- D. Public Relations
  - 1. Contributes to publications to enhance the community's understanding and support of the educational program.
  - 2. Presents proposals and information to the Board and, in some instances, to the public.
  - 3. Prepares and updates curriculum booklets and reports that describe the instructional program.
  - 4. Interprets current and proposed curriculum to parents and community groups.
  - 5. Meets with Board to interpret, review, and evaluate test results.
- E. School, Community, and Professional Involvement
  - 1. Assists in the presentation of school programs to community organizations.
  - 2. Participates in educational groups, such as SHASDA, AIU, PASCD, PTA/PTO committees, etc.
  - 3. Attends various school and community functions to indicate administrative support for these functions.
  - 4. Participates in committees and advisory groups involving the solution of district-wide priorities.
- F. Student Interaction
  - 1. Maintains student contact relative to matters of curriculum.
  - 2. Is responsive to needs of students and utilizes expertise of staff in effecting pupil adjustment.
- G. Staff Development and Improvement of Instruction
  - 1. Interprets data and initiates curriculum modifications as a consequence of test administrations.

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2. Provides leadership in the development, revision and evaluation of curriculum, programs and materials.
3. Assists with the selection process of new textual materials.
4. Monitors the implementation of the written curriculum by visiting and observing classroom teaching.
5. Plans and/or conducts staff development sessions.
6. Working in concert with the Assistant Superintendent, develops in-service programs.

### H. Professional and Personal Development

1. Is participative in personal, professional activities outside of contracted District responsibilities/time.
2. Reads professional printed material released by the AIU, PDE, ED and commercial organizations to remain abreast of changes in the educational field.
3. Attends in-service meetings conducted by the AIU and PDE interpreting changes in legislation and practices.
4. Identifies personal needs for professional development and initiates activities to meet such needs.

**Terms of Employment:** Twelve months – Salary to be established by the Board

**Evaluation:** Performance of this job will be evaluated annually in accordance with the Appraisal Plan for Administrative Personnel.

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sitting for extended period of time
- Lifting, carrying, pushing, pulling 35 pounds
- Ability to kneel, crouch, bend and reach to retrieve and handle technology materials, supplies and equipment
- Moving fingers and hands in a repetitive manner
- Ability to speak clearly and distinctly when communicating
- Hearing clearly
- Adequate vision to perform duties

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The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

**ACKNOWLEDGEMENT:**

In signing this Job Description, I am only acknowledging that I have received a copy. I further understand that a signed copy will be placed in my personnel file.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_