

DIRECTOR OF CURRICULUM

DATES (Adopted/Revised)	GUIDE WORDS
Adopted August, 1973 Revised July, 1982 Revised September, 2004	Curriculum Director of Curriculum

Minimum Requirements:

Must have a Master's Degree in elementary or secondary education. Must have completed three years of successful experience as a teacher.

Duties and responsibilities:

1. CURRICULUM DEVELOPMENT AND INSTRUCTIONAL IMPROVEMENT

- 1.1. Provide leadership for curriculum committees.
- 1.2. Provide communication and coordination of curricular programs in the schools of the district.
 - 1.2.1. Assist teachers and principals in the implementation of curricular programs.
 - 1.2.2. Work closely with the directors of elementary and secondary education in all matters pertaining to curriculum, testing, and instructional supplies.
- 1.3. Recommend curricular programs to the Board of Trustees for approval after conferring with appropriate directors, principals and curriculum committees.
- 1.4. Administer the program of textbook selection as outlined by policy.
- 1.5. Plan, organize, and direct, after coordinating with elementary and secondary directors, all district-wide staff development.
 - 1.5.1. Develop all special projects and survey which involve staff and/or student participation.

2. STAFF PERSONNEL

- 2.1. Direct, supervise, and evaluate all assigned staff in all activities of the district schools including the selection and recommendation of transfer of personnel.

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3. FINANCIAL AND BUSINESS MANAGEMENT

- 3.1. Prepare and recommend an annual budget.
- 3.2. Implement the budget in the following areas in coordination with appropriate director:
 - A. Textbooks
 - B. Professional library
 - C. Curriculum library supplies
 - D. Educational testing
 - E. Curriculum development
 - F. In-service training
 - G.
 - H. Curriculum department travel
 - I. Curriculum department equipment

5. SCHOOL BUILDINGS, EQUIPMENT, AND INSTRUCTIONAL MATERIALS

- 5.1. Assist in planning of new buildings and renovation of existing buildings for the district.
- 5.2. Supervise the audio-visual program within the district.

6. SCHOOL - COMMUNITY RELATIONSHIPS

- 6.1. Work with school district patrons concerning new curriculum programs.
- 6.2. Help interpret school program to patrons.
- 6.3. Provide a channel of communication between the school and patrons whereby interests and concerns can be expressed to bring about better school programs.

7. PROFESSIONAL GROWTH

- 7.1. Promote professional growth of school staff by maintaining a personal program of professional growth.
- 7.2. Participate in professional growth activities for improvement of knowledge and skills through study, travel, conferences, professional meetings, self-appraisal, etc.
- 7.3. Keep informed about current administrative, instructional, and organizational trends in the areas of responsibility.

8. SUPPORTIVE SERVICES

- 8.1. Develop and administer a curriculum library for district staff use.

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9. ORGANIZATION AND ADMINISTRATION

- 9.1. Be responsible to the superintendent.
- 9.2. Participate in Superintendent's Administrative Team, and attend all Board of Trustees meetings unless excused by the Superintendent.
- 9.3. Be responsible for carrying out such additional duties as may be assigned.
- 9.4. Participate in the development of school district policy as related to curriculum and instruction.