

Job Title: DIRECTOR, CURRICULUM AND INSTRUCTION
Reports to: Chief Academic Officer
Dept./School: Curriculum and Instruction
Wage/Hour Status: Exempt
Date Revised: October 16, 2023

Primary Purpose

The Curriculum and Instruction Director shall, under the supervision of the Chief Academic Officer, be responsible for providing effective and efficient operations, and supervision for the development and implementation of quality initiatives to support academics in grades Pre K through 12 to include Planning Protocol, Campus Support, Bilingual/ESL, Innovative Programs, Gifted and Talented, Science/Student Council Fairs, UIL, and P-Tech.

QUALIFICATIONS

Education/Certification

Master's degree in education administration
Texas Mid-management or other appropriate Texas certificate
Certified Texas Teacher Evaluation and Support System (T-TESS) appraiser
Bilingual and/or Gifted and Talented Supplemental Certification (Preferred)

Special Knowledge/Skills

Knowledge of curriculum, accountability and instructional best practices
Knowledge of special programs, such as GT, Bilingual, STEM, Dual Language, Project-Based Learning, and P-Tech
Ability to evaluate instructional programs and teaching effectiveness
Ability to manage Instructional Materials Allotment, local budget and a team of C&I staff
Ability to coordinate district function
Ability to interpret board policy, operational procedures, and student performance data
Knowledge of state and federal accountability systems and local data systems (DMAC)
Strong communication, public relations, and interpersonal skills

Experience

Three years experience as a public school classroom teacher
Four years experience in instructional leadership roles

MAJOR RESPONSIBILITIES AND DUTIES

Instructional and Program Management

1. Supervise, plan, and provide leadership for the instructional coordinators, specialists, teachers, parents, and other applicable staff in support of the District's Initiatives.
2. Supervise the development and implementation of the district's professional development plan.
3. Communicate effectively with students, staff, parents and community about the curriculum and instruction department's goals, expectations and initiatives.
4. Use data to direct Curriculum and Instruction's services to meet students' needs.
5. Plan, implement, and evaluate instructional programs, instructional strategies, and assessment techniques.
6. Apply research and data to improve the content and outcomes of the teaching-learning process.
7. Work with appropriate staff to develop, maintain, and revise curriculum documents based on systematic review and analysis.

8. Involve instructional staff in evaluating and selecting instructional materials to meet student learning needs.
9. Ensure the use of technology in the teaching-learning process.
10. Plan the necessary time, resources, and materials to support accomplishment of departmental goals.
11. Ensure that district goals and objectives are developed using collaborative processes and problem-solving techniques when appropriate.
12. Participate in the district-level decision-making process to establish and review the district's goals and objectives and major classroom instructional programs of the district.
13. Actively support the efforts of others to achieve district goals and objectives and campus performance objectives.
14. Obtain and use evaluative findings (including usage and student achievement data) to examine curriculum and instruction program effectiveness.
15. Secure consultants, specialists, and other community resources to assist principals and instructional staff in attaining objectives.
16. Provide training and coaching to a team of Curriculum and Instruction staff members that will serve as campus trainers and technical support providers.
17. Ensure the continued development and utilization of the Planning Protocol Dashboard curriculum repository.

Policy, Reports, and Law

18. Implement the policies established by federal and state law, State Board of Education rule, and local board policy in curriculum and instruction area including bilingual education.
19. Compile, maintain, and present all reports, records, and other documents required.

Budget

20. Administer the curriculum and instruction budget and ensure that programs are cost-effective and funds are managed prudently.
21. Compile budgets and cost estimates based on documented program needs.

Personnel Management

22. Prepare, review, and revise job descriptions in curriculum and instruction department.
23. Evaluate job performance of employees to ensure effectiveness.
24. Assist with recruitment, selection, and training of personnel and make sound recommendations relative to personnel placement, assignment, retention, discipline, and dismissal.
25. Assist with the implementation of the designated teacher appraisal system; may serve as second appraiser.

Communication

26. Provide for two-way communication with principals, teachers, staff, parents, and community.

- 27. Demonstrate skill in conflict resolution with administrators, parents, teachers, staff, and community.
- 28. Monitor professional research and disseminate ideas and information to other professionals.

Community Relations

- 29. Articulate the district’s mission, instructional philosophy, and curriculum implementation strategies to the community and solicit its support in realizing district’s mission.
- 30. Demonstrate awareness of district-community needs and initiate activities to meet those needs.
- 31. Demonstrate use of appropriate and effective techniques to encourage community and parent involvement.

Other

- 32. Perform other duties assigned by supervisor.
- 33. Maintain confidentiality of information.

Supervisory Responsibilities

- 34. Supervise and evaluate the performance of coordinators and support staff in the curriculum and instruction department to ensure that instructional initiatives (Curriculum Portal, Campus Support, Planning Protocol, Bilingual, Innovative Programs, Gifted and Talented, Science Fairs, Student Council Fairs, P-Tech, etc.) are led/supported.

WORKING CONDITIONS

Mental Demands/Physical Demands/Environmental Factors

Frequent district-wide and occasional statewide travel; occasional prolonged and irregular hours.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by: _____ **Date:** _____

Approved by: _____ **Date:** _____