

DIRECTOR OF CURRICULUM INSTRUCTION, AND ASSESSMENT

TITLE: Director of Curriculum, Instruction, and Assessment

REPORTS TO: Superintendent or Designee

SUPERVISES: Assigned Staff

JOB FUNCTION: Facilitates the development and implementation of district curriculum and instructional strategies with a focus of closing the achievement gap and reducing the number of novice learners.

MEASURES OF SUCCESS:

- Increase in student achievement and growth:
 - State Academic Standard expectations
 - District based assessments
 - Curriculum benchmark assessments
- Closing achievement and opportunity gaps
- Improve learning, culture, and environment
- Increase teacher knowledge of content, instructional, and assessment strategies
- Increase the high school graduation rate and ensure every child graduates college and career-ready

PERFORMANCE RESPONSIBILITIES:

1. Develop, direct and maintain a vibrant district curriculum, instructional, and assessment programs.
2. Surveys educational research findings related to teaching and learning and shares and use this information to enhance Curriculum, Instruction, and Assessment
3. Attends and participates in school board meetings regarding curriculum, school- and district-level program evaluation.
4. Facilitates professional development activities on Curriculum, Instruction, and Assessment.
5. Attends appropriate curriculum, instruction, and assessment meetings/workshops/conferences, etc. and shares as appropriate and uses the information to further student achievement.

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6. Communicates to appropriate staff definitions, timelines, formats, etc., for completing curriculum, instruction, and assessment activities and compiling data.
7. Assists teachers, principals, and counselors with questions, problems, and concerns regarding curriculum, instruction, and assessment processes.
8. Facilitates the implementation of all curriculum, instruction, and assessment activities throughout the district, including the integration of instructional technology.
9. Demonstrates the ability to communicate in more than one language or the willingness to learn to communicate in more than one language at the novice level of proficiency.
10. Performs other duties assigned by the Superintendent.

PHYSICAL DEMANDS:

- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull light weights

KNOWLEDGE AND ABILITIES:

- Motivate and work cooperatively with a diverse group of people.
- Budget and use time efficiently.
- Manage human, physical, and fiscal resources.
- Plan conceptually and operationally.
- Use personal computers.

EDUCATION AND EXPERIENCE:

- Master's Degree and/or Rank 1
- Five (5) year's teaching experience and relevant administrative experience.

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LICENSES AND OTHER REQUIREMENTS:

- Kentucky Teaching Certification
- Administrative Certification