

Administration

2136

Director of Curriculum and Instruction

A. Qualifications

1. Hold or be eligible for Connecticut certification as an Intermediate Administrator or Supervisor.
2. Advanced degree preferred.
3. Evidence of significant accomplishments in K-12 curriculum and instruction.
4. At least three years of experience as a school administrator, preferably with experience in district-wide program responsibilities.
5. Knowledge and experience in the areas of curriculum development, instruction, staff development, testing, and evaluation.
6. Knowledge of current cognitive theory and current pedagogical practice.

B. Reports to the Superintendent of Schools

C. Performance Responsibilities

1.0 General

- 1.1 In consultation with the superintendent and administrators, establish short and long-term action plans for the position on a defined priority basis, and prepare strategies for achieving action plan goals.
- 1.2 Attend Board meetings and prepare reports as requested by the superintendent.
- 1.3 Be knowledgeable about governmental statutes, regulations, and rules pertaining to curriculum, instruction, and teacher evaluation and provide advice to interested parties of the relevant provisions of the law.
- 1.4 Draft and propose Board policies related to curriculum and instruction.
- 1.5 Coordinate the preparation and submission of all state and federal reports in the area of responsibilities, testing all reports to verify their accuracy before recommending approval and signature by the Superintendent.
- 1.6 Assist in the development and management of the budget that pertain to curriculum, testing, instruction, staff, development, and other areas as directed by the Superintendent
- 1.7 Lead the administrators in examining and interpreting the results of the CMT, CAPT, and other assessment instruments, and in sharing those results with the Board and the public.
- 1.8 Chair the district's staff development committee.
- 1.9 In conjunction with the district's library/media specialist, oversee the development of building-level professional libraries containing educational materials for staff use, including a variety of curriculum guides, professional journals, and instructional materials.

Director of Curriculum and Instruction**C. Performance Responsibilities (continued)**

- 1.10 Monitor CEU and CEU equivalent applications.
- 1.11 Write grants in support of the educational program.
- 1.12 Accept additional assignments in the areas of responsibility as directed by the Superintendent.

2.0 Curriculum

- 2.1 Supervise, coordinate, and evaluate the implementation of a Pre-K-12 Curriculum Master Plan under the general direction of the Superintendent and in accord with the district's strategic plan.
- 2.2 Direct the development and improvement of the curriculum, ensuring implementation and articulation of curriculum within and among buildings.
- 2.3 Establish a district-wide curriculum format.
- 2.4 Chair the K-12 Curriculum Council.
- 2.5 Coordinate and assess the development of new programs in curriculum, instruction, and program assessment.
- 2.6 Coordinate the preparation, editing, distribution, and maintenance of all printed and/or electronic curriculum materials, guides, and related materials.
- 2.7 Present curriculum reports to the Board as directed by the Superintendent.
- 2.8 Serve as Executive Secretary to the Board's Education Committee.
- 2.9 Conduct and coordinate research studies, disseminate and interpret findings to staff, administration, Board members, students, parents, and other appropriate parties.
- 2.10 Collaborate with building administrators and other appropriate staff under the direction of the Superintendent, to improve professional development and training opportunities related to curriculum issues.
- 2.11 Coordinate all state-wide and federal standardized testing programs and ensure, within reasonable limits, the synchronizing of the curriculum to these assessment instruments.
- 2.12 Assist in the selection of materials for curriculum implementation.

3.0 Instruction

- 3.1 Support the superintendent and administrators in all areas related to teacher recruitment.
- 3.2 Develop, propose, and coordinate programs to retain high performing teachers.
- 3.3 Provide overall leadership in the implementation and continuous improvement of the teacher evaluation program.
- 3.4 Develop, organize, and/or conduct staff development programs as appropriate.
- 3.5 Encourage sound instructional innovation by supporting teacher inquiry and action research.

Director of Curriculum and Instruction**3.0 Instruction (continued)**

- 3.6 Consult with administrators regarding the supervision and evaluation of teachers whose performance requires improvement.
- 3.7 Assume leadership responsibilities in data warehousing under the supervision of the Superintendent.
- 3.8 In consultation with the Superintendent, pursue grant opportunities within areas of responsibility and administer same.
- 3.9 Study all federal and state legislation, projects, and programs for the possibilities and opportunities they offer for educational grants, entitlements, and allocations offered relevant to the needs of the district.
- 3.10 Coordinate the writing of all project proposals to be submitted to the State Department of Education or other designated agencies for approval in the manner required by law.
- 3.11 Complete all state reports in a timely manner within areas of responsibility.
- 3.12 Evaluate, with administrators, projects proposed by members of the staff for their relevance to the district's plans and needs.

4.0 Public and Community Relations

- 4.1 Establish and maintain productive relationships with local community groups and individuals to foster understanding and to solicit support for curriculum, instruction, and assessment initiatives.
- 4.2 Answer public and parent inquiries regarding curriculum, instruction, and implementation issues.
- 4.3 Address student and parent appeals relative to curriculum and instructional issues as directed by the Superintendent.
- 4.4 Coordinate all public information regarding curriculum and instructional programs.

D. Terms of Employment

- 1.0 12-month employee under the terms of the contract with the Enfield Administrators' Association.