

Litchfield School District - SAU 27

POSITION TITLE: DIRECTOR OF CURRICULUM ASSESSMENT AND INSTRUCTION

Job Description Approved By: *Litchfield School Board*

Date: 4/5/2017

General Purpose: This position provides administrative leadership and supports the Superintendent in meeting goals and objectives related to curriculum and instruction. It provides quality leadership with the implementation of instructional strategies that enhance student achievement by overseeing the review, revision, and implementation of an articulated K-12 curriculum. It develops and monitors a comprehensive student assessment program that provides data for responsible curriculum development and instruction that will increase student learning. It develops and supports a multi-faceted professional development program, in concert with District goals that provides a myriad of opportunities for professional growth for all school employees. This position also reviews, evaluates, and prepares grants related to the improvement of curriculum and instruction.

Reports to: Superintendent

Supervises: None

POSITION DUTIES AND RESPONSIBILITIES:

Except as specifically noted, the following functions are considered essential to this position:

Curriculum and Instruction

- Advise the Superintendent on the development of instructional policies and system-wide instruction goals and objectives.
- Responsible for system-wide curriculum reviews, planning, development, revision, coordination and articulation.
- Meet with school leadership teams to coordinate curriculum.
- Oversee the evaluation of instructional materials, textbooks and programs.
- Monitor and interpret for implementation the provisions of federal instructional requirements and state education codes, and rules and regulations of state education boards.
- Support all aspects of integrating technology into the district instruction and curriculum.
- Work with the District Technology Director to develop a long term technology replacement plan that aligns with the curriculum.

Assessment

- Coordinate district student assessments, and provide periodic reports to the School Board and community regarding assessment.
- Collaborate with curriculum teams and administrators to coordinate district-wide administration of prescribed assessment tools. Give district oversight as assigned.
- Analyze comprehensive assessment data and formulate recommendations for change in curricular areas as indicated by such data.
- Develop and disseminate documentation, reports and presentations relative to data obtained from district-wide assessments.
- Attend informational sessions regarding the regulations, procedures, and interpretations of data regarding state and national assessment programs (New England Common Assessment Program, SAT, AP, NEAP, etc.)

Professional Development

- Serves as facilitator of district Professional Development Committee, to manage and coordinate all professional development activities within the district in accordance with the state approved professional development master plan.
- Assist staff members in completing alternative certification plans and documents.
- Assist the Director of Human Resources in verification and documentation of the credentialing status of district employees for Department of Education Credentialing Bureau.

- Certify professional development requirements are met for each certified educator for the Department of Education recertification requirements.
- Work with employees to develop short and long-term plans for professional development growth opportunities for all district employees.
- Assist building administrators with the coordination of professional development for in-service workshop days, within allocated budget.
- Lead and supervise teacher mentoring programs as provided by the district.
- Develop and implement the district orientation programs and activities for new teachers and administrators.
- Participate in formal and informal observations of staff.
- Coordinate a comprehensive teacher induction program.
- Conduct observations of all teachers placed on an improvement plan.

Administrative Management

- Attend and provide support at School Board meetings that relate to curriculum and/or instruction.
- Provide district representation by participating in workshops, professional meetings and conferences on various topics that are provided by state agency, professional associations and local resources generally located within the state of New Hampshire.
- Develop and manage the curriculum budget, in accordance with the School Board approved curriculum review cycle.
- Assist the Superintendent with, though not limited to: Long-range planning, evaluation of school programs, implementation of School Board policies, and preparation of annual reports, preparation of state and federal administrative reports and preparation / dissemination of the SAU newsletter.

Grant Writing

- Review Requests for Proposals (RFP) from multiple sources.
- Prepare specific grant proposals.
- Provide technical assistance to school administrators and staff for grant proposals.
- Manage all grants consistent with federal and state guidelines.
 - Preparation of budget documents - Form I
 - Review funding authorization - Form II
 - Initiate appropriate changes to budget documents
 - Review federal statutes and regulations relating to assurances

Performs other tasks and assume other responsibilities as assigned by the Superintendent.

This position falls under the general supervision of the Superintendent of Schools, but is expected to exercise initiative, hands-on leadership and independent judgment in the performance of assigned tasks.

Evaluation: Evaluation will be based on ability and effectiveness in carrying out the responsibility as defined. Performance will be reviewed annually by Superintendent in accordance with School Board policy.

TERMS OF EMPLOYMENT: Full time administrative position, year-round, exempt

MINIMUM QUALIFICATIONS:

Education and Experience:

- Master's degree from an accredited institution
- Minimum of 5 years of prior classroom teaching experience
- Administrative skills and experience preferred

Necessary Knowledge, Skills and Abilities:

- Thorough knowledge of principles and methods for curriculum and training design, teaching, and instruction for individuals and groups, and the measurement of training effects.
- Knowledge of business and management principles involved in strategic planning, resource allocation, leadership technique, and coordination of people and resources.

- Knowledge of human behavior and performance; individual differences in ability, personality, and interests; and learning and motivation.
- Knowledge of communication and dissemination techniques and methods, including alternative ways to inform via written, oral, and visual media.
- Knowledge of administrative and clerical procedures and systems such as word processing and managing files and records.
- Ability to use both inductive and deductive reasoning to draw conclusions and solve problems.
- Ability to clearly convey information both verbally and in writing.
- Ability to gather, analyze, and report appropriate data to support informed decision-making.
- Ability to develop constructive and cooperative working relationships with others, and maintain them over time.
- Ability and interest in pursuing additional knowledge and keeping up-to-date technically in order to provide timely leadership on issues.
- Ability to organize, plan and prioritize work through developing specific goals and plans to accomplish tasks.
- Ability to identify the educational needs of others, developing formal educational or training programs or classes, and teaching or instructing others.
- Ability to identify the developmental needs of others and coaching, mentoring, or otherwise helping others to improve their knowledge or skills.
- Ability to plan, organize and facilitate group meetings.

LICENSURE AND CERTIFICATION REQUIREMENTS:

- Holds, has held, or is eligible for a valid New Hampshire educator certificate as a Curriculum Administrator
- Valid state driver’s license.

PHYSICAL ACTIVITY REQUIREMENTS:

Primary Physical Requirements:

(Not, Rarely, Occasionally, or Frequently Required)

1. Lift up to 10 lbs:	Occasionally required
2. Lift 11 to 25 lbs:	Rarely required
3. Lift 25 to 50 lbs:	Not required
4. Lift over 50 lbs:	Not required
5. Carry up to 10 lbs:	Occasionally required
6. Carry 11 to 25 lbs:	Rarely required
7. Carry 26 to 50 lbs:	Not required
8. Carry over 50 lbs:	Not required
9. Reach above shoulder height:	Occasionally required
10. Reach at shoulder height:	Occasionally required
11. Reach below shoulder height:	Occasionally required
12. Push/Pull:	Rarely required

Hand Manipulation:

(Not, Rarely, Occasionally, or Frequently Required)

1. Grasping:	Rarely required
2. Handling:	Rarely required
3. Torquing:	Not required
4. Fine Manipulation:	Frequently required – specifically computer
5. Controls and Equipment:	Computer, telephone, copy and FAX machine, calculator and

file cabinet

Other Physical Consideration:

(Not, Rarely, Occasionally, or Frequently Required)

1. Twisting:	Not required
2. Bending:	Occasionally required
3. Crawling:	Not required
4. Squatting:	Rarely required
5. Kneeling:	Rarely required
6. Crouching:	Not required
7. Climbing:	Not required
8. Balancing:	Rarely required

Work Surface(s):

Standard office desk and chair. Carpeted and tile floors.

During the Work Day, Employee is Required to:

	<u>Consecutive Hours</u>								<u>Total Hours</u>											
Sit	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8				
Stand	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8				
Walk	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8				

Work Performed: Inside: 100% Outside: 0%

Cognitive and Sensory Requirement(s):

1. Talking:	Necessary for communicating with others.
2. Hearing:	Necessary for receiving instructions and inquiries.
3. Sight:	Necessary for doing job effectively and correctly.
4. Tasting and Smelling:	Not Required

Other Training, Skills and Experience Requirements:

Ability to work with staff, students, parents, committees and the community.

Summary of Occupational Exposures: N/A

Other Considerations and Requirements:

This is a fairly sedentary position and employee is not required to do extensive physical exertion. Employee is occasionally required to do some lifting. Employee is typically able to sit and stand as needed. Employee will be required to drive personal vehicle within district as well as outside of the district to attend meetings (reimbursement for district use mileage is available).

Applicants will be subjected to a criminal background check required by state law. Employee must pass background check to enable bonding by the district’s liability insurance carrier.