

## **Curriculum Director Job Description**

### **Purpose Statement**

The job of Curriculum Director is done for the purpose(s) of directing the curriculum program and services; providing information and serving as a resource to others; achieving defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with established guidelines; and serving as a member of the leadership team.

This job reports to Superintendent of Schools.

### **Essential Functions**

- Collaborates with internal and external personnel (e.g. other administrators, auditors, public agencies, community members, State Department, etc.) for the purpose of implementing and/or maintaining services and programs.
- Compiles data from a variety of sources (e.g. state testing, enrollment, etc.) for the purpose of evaluating District curriculum and/or services, developing programs and/or services and complying with financial, legal and administrative requirements
- Directs department operations, the maintenance of services and the implementation of new programs and/or processes for the purpose of providing services within established timeframes and in compliance with related requirements.
- Facilitates meetings, workshops, seminars, etc. (e.g. personnel actions, financial procedures, regulatory requirements, community involvement, actions involving outside agencies, interdepartmental needs, etc.) for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as a District representative.
- Implements assigned programs and/or projects (e.g. curriculum development, alignment, state accreditation process, testing practices, federal and state grants, staff development initiatives, etc.) for the purpose of conforming to district curriculum and state standards and/or instructional objectives.
- Manages curriculum content for the purpose of aligning district curriculum to state standards.
- Monitors budget allocations, expenditures, fund balances and related financial activities for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed.
- Oversees assigned program and/or departmental responsibilities (e.g. agency policies and procedures, grant guidelines, state & federal regulations, etc.) for the purpose of achieving outcomes in relation to organizational objectives and ensuring compliance with legal requirements.
- Participates in meetings (e.g. professional associations, develops networks, workshops, seminars, conferences, etc.) for the purpose of conveying and gathering information regarding a wide variety of subjects addressing educational reform, school improvement and instructional issues.
- Performs personnel functions (e.g. recruiting, interviewing, evaluating, training, supervising, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget.
- Prepares a wide variety of written materials (e.g. end of year report, state accreditation, federal and state grants, correspondence, internal audits, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Presents information on a variety of topics (e.g. current practices, methods, curriculum guidelines, etc.) for the purpose of conveying information and/or recommendations regarding District curriculum.
- Researches a variety of topics (e.g. current practices, instructional materials, methods, curriculum guidelines, etc.) for the purpose of developing new programs and/or master plans.
- Responds to issues and inquiries from school district administrators, parents, and educators regarding educational reform, school improvement efforts and providing special education for students with disabilities for the purpose of identifying the relevant issues and recommending or implementing a plan of action that will efficiently resolve the issue.

# Curriculum Director

## Job Description

### Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### Job Requirements: Minimum Qualifications

#### **Skills, Knowledge and Abilities**

**SKILLS** are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using a variety of software applications; planning and managing projects; and preparing and maintaining accurate records.

**KNOWLEDGE** is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: pertinent laws, codes, policies, and/or regulations; personnel processes; curriculum adoption process; program planning and development; concepts of grammar and punctuation; principles of best social work practices; and adult learning styles and the change process.

**ABILITY** is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of types of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; supervising programs as assigned; communicating with diverse groups and individuals; meeting deadlines and schedules; setting priorities; working as part of a team; and working with detailed information/data.

#### **Responsibility**

Responsibilities include: working under broad organizational guidelines to achieve unit objectives; managing a department; supervising the use of funds; utilization of significant resources from other work units is routinely required to perform the job functions. There is a continual opportunity to significantly impact the organization's services.

#### **Work Environment**

The usual and customary methods of performing the job functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. The job is performed in a generally clean and healthy environment.

**Experience:** Job related experience within a specialized field with increasing levels of responsibility is required.

**Education:** Masters degree in job-related area.

**Certificates and Licenses:** Administrators Credential and Certificate as required by the Wyoming Department of Education

**Continuing Education/Training:** Required annual trainings, maintains certificates and/or licenses

**Clearances:** Criminal Justice Fingerprint/Background Clearance

**FLSA STATUS:** Exempt