

# PLEASANTS COUNTY SCHOOLS



## JOB DESCRIPTION – DIRECTOR OF CURRICULUM & INSTRUCTION

**Qualifications:** Meet minimum Standards for Certification as set forth by the West Virginia Board of Education Policy 5202 in Minimum Requirements for the Licensure of Professional Administration.

- Master's Degree in educational administration/leadership, supervision, curriculum, or related area.
- Demonstrated knowledge of curriculum development, instructional design and related areas.
- Minimum of three years of successful classroom teaching experience.
- Previous administrative experience in curriculum and instruction or related area.
- Knowledge of curriculum/instruction research and best practices as well as effective schools research and best practices.
- Knowledge of Every Student Achieves Acts (ESAA) and WV Accountability Measures.
- Knowledge of WV College and Career Readiness Standards.
- Knowledge of the WV High Quality Standards.
- Demonstrated ability to work effectively with people.
- Demonstrated ability to communicate effectively, both orally and in writing.
- Demonstrated competency in the use of technology.

**Immediate Supervisor:** Superintendent of Schools

**FLSA Status:** Exempt

**Evaluation:** Performance in this position will be evaluated by the immediate supervisor and in accordance with WV State Code §18A-2-12 and WV State Board Policy 5310

**Term of Employment:** 261 Days

**Salary:** Determined by the Pleasants County Board of Education

### **Expectations / Duties and Responsibilities:**

#### Curriculum and Instruction

- Establishes a collaborative relationship with school administrators and teachers.
- Works with all schools for continuous improvement, utilizing current research and best practices.
- Supports school improvement strategies.
- Interprets a variety of school system data including both leading and lagging indicators.
- Assists in the development of plans for the improvement of student achievement, PK-12.
- Assists with development and implementation of the district Strategic Plan.
- Guides the development, implementation, and evaluation of curriculum and instructional service.
- Shares information regarding curriculum and instructional strategies with teachers and administrators.
- Coordinates the selection/adoption of textbooks and related instructional materials.
- Prepares Step 7 application.
- Coordinates Title III program and services.

- Serves as chief instructional leader.
- Attends appropriate regional and state curriculum meetings.

#### Professional Learning

- Coordinates professional learning opportunities, focusing on long range succinct improvement of instructional leadership and the teaching/learning process.
- Provides necessary leadership in transforming schools to become Professional Learning Schools.
- Coordinates meetings and activities of the professional staff development council.
- Prepares and distributes annual Staff Development Plan in conjunction with coordinator of staff development for service personnel.
- Participates in regional staff development council meetings.
- Develops and manages Title II funds for professional learning.

#### Standardized Assessment

- Serves as County Test Coordinator.
- Attends appropriate state meetings/training regarding WVMAP (Measures of Academic Performance).
- Facilitates all functions associated with the administration of the General Summative Assessment (GSA), Dynamic Learning Maps (DLM) and English Language Proficiency Assessment (ELPA21)
- Provides training for Principals and BuildingLevel Coordinators for all state tests.
- Reviews county assessment data and assists others in the school system in analyzing results.

#### Personnel

- Coordinates the processing of professional licensure/ certification applications.
- Provides professional employees notification of expiring certificates.
- Prepares Professional Seniority List.
- Works with Finance Office to prepare and submit the annual Certified List report.
- Coordinates development of job descriptions, postings and interview/hiring process.
- Assists Superintendent with analyzing personnel needs and procedures for the Reduction in Force.

#### **Physical Demands:**

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to reach, stand, walk, lift, grasp, write, talk, hear, see, use technology such as computers and multi-media equipment, and use repetitive motions. While performing the duties of this job, the employee may frequently lift and/or move at least 10 pounds of materials. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff members.

#### **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Most commonly, the educational setting is indoors. The noise level in the work environment is low to moderate (20-60 dB).

*The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position.*

#### **Perform Other Job-Related Duties and Responsibilities as Assigned by the Superintendent of Schools**

**Amended:** October 25, 2016