

BRECKSVILLE-BROADVIEW HEIGHTS CITY SCHOOL DISTRICT
JOB DESCRIPTION
Revised

Title	Director of Curriculum and Instruction	File 105
Department	Administration	
Building/Facility	Education Center	
Reports To	Superintendent	
Employment Status	Regular/Full-time	
FLSA Status	Exempt	
Description	Directs the district's curriculum and instruction program	

NOTE: The below lists are not ranked in order of importance

Essential Functions

- Directs district-wide curriculum, instruction, assessment, and assists with staff development programs
- Participates as an active member of the management team
- Articulates a clear philosophy and shared vision of learning
- Upholds board policies and follows administrative guidelines/procedures
- Advances the district's professional image
- Maintains open/effective communications
- Cultivates relationships that promote a strong commitment of public support for the district
- Analyzes data to improve school operations
- Helps develop/implement the district's strategic plan
- Provides staff leadership
- Promotes a safe, efficient, and effective work/learning environment
- Implements strategies/time-frames to accomplish organizational objectives
- Resolves problems
- Administers the board-approved budget for assigned areas of responsibility
- Chairs the district curriculum committees. Recommends course additions and grade placements
- Encourages program innovations
- Pursues funding opportunities and implements funded proposals
- Facilitates staff selection/orientation processes
- Provides support to improve staff performance
- Implements state mandated and locally developed personnel appraisal standards
- Supervises and evaluates the Gifted and CAPA coordinators
- Supervises the guidance program
- Coordinates report cards
- Directs the English Language Learner program
- Coordinates the home schooling program
- Coordinates cyber school courses for students
- Promotes academic excellence in a nurturing environment
- Directs the development, assessment, and revision of curriculum guides and courses of study.
- Coordinates the selection and adoption of instructional materials

- Monitors education laws, rules, and regulations
- Keeps current with state academic content standards, benchmarks, and indicators
- Oversees student testing programs and analyzes test results
- Provides leadership for instructional modifications and interventions that enhance student learning and improve test performance
- Assists with school intervention programs
- Oversees the Title I program
- Administers the federal fund programs
- Assists nonpublic schools with the federal fund programs
- Coordinates the submission of the CCIP
- Leads the educational advisory team
- Coordinates the parent survey
- Helps staff resolve problems that impede student participation in appropriate learning activities
- Supervises collection, verification, and recording of program information as directed
- Coordinates grant funding opportunities as required.
- Manages the accurate and timely completion of paperwork, reports, records, and inventories
- Maintains the confidentiality of privileged information
- Encourages parent organizations and supports school-sponsored activities
- Pursues growth opportunities that enhance professional performance and advance district goals
- Performs other specific job-related duties as directed by the superintendent

Working Conditions

- Frequent requirement to travel throughout the district
- Frequent weekend/evening/summer work
- Occasional requirement to lift and carry up to a maximum of 25 pounds
- Frequent repetitive hand motion, e.g., computer key board
- Frequent operation of a vehicle under inclement weather conditions

Equipment Operated

- Computer
- Calculator
- Copy machine
- Telephone
- Fax machine
- Printer

Qualifications

- Master's Degree from an accredited college or university
- Valid state department of education license/certificate appropriate for the position
- Keeps current with workplace innovations that enhance productivity
- Successful teaching experience
- Effective organizational planning and project management skills
- Demonstrates current knowledge and the ability to apply broad-based curriculum designs and instructional technology applications that support the diverse learning needs of students

Required Knowledge, Skills and Abilities

- Ability to work effectively with others

- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening
- Organizational and problem solving skills
- Ability to work independently
- Knowledge of academic area and teaching methodology
- Ability to generate correspondence independently
- Computer technology skills

Adoption date: November 19, 2007

Revised: May 18, 2015

