

WINSLOW TOWNSHIP SCHOOL DISTRICT JOB DESCRIPTION

DIRECTOR OF CURRICULUM

QUALIFICATIONS:

- School Administrator Certificate or Certificate of Eligibility
- Minimum of five years of successful teaching experience
- Minimum of five years of Administrative experience
- Demonstrated ability to work effectively with staff, parents, and students
- Strong leadership and excellent oral and written communication skills
- Experience with budget preparation and development
- Demonstrated technology proficiency with Microsoft Office
- Experience in staff development and instructional pedagogy
- Dedicated to school reform
- Knowledge of the preparation of State compliance, regulations and reports
- Required criminal history review background check and proof of US citizenship or legal resident alien status
- Alternatives to the above qualifications may be substituted as deemed appropriate by the Board of Education

REPORTS TO: Assistant Superintendent

SUPERVISES: Curriculum Supervisors

JOB GOAL: The Director of Curriculum is responsible for the identification, assessment and placement of students; supervision and evaluation of staff; curriculum; program planning, and staff development. The Director will assist with directing and supervising programs and initiatives related to Federal, State and local grants.

PERFORMANCE RESPONSIBILITIES:

1. Develops and implements curricular and instructional programs.
2. Assists principals and content area staff in developing the general philosophy and goals of the total school curriculum.
3. Maintains current knowledge and ability to model best instructional practices in the classroom.
4. Evaluates the performances of supervisors and teaching staff when appropriate.
5. Maintains on-going evaluation of the effectiveness of the curriculum and instructional programs and develop strategies for improving students' achievement.
6. Establishes objectives for all academic course offerings in the district.
7. Organizes and coordinates contacts with community, county and state services.
8. Coordinates and plans with Supervisors and Principals to insure that there is equity and access to District programs and resources for all students (PreKindergarten – 12th grade).
9. Develops a district-wide program for screening, standardized testing, testing preparation activities, assessment and evaluation; coordinates all building-based testing programs, including a calendar of testing activities.
10. Provides data analysis and feedback regarding student performance.
11. Identifies, plans, and coordinates Professional Development activities, which address the instructional needs of students and staff.
12. Assists with supervision and evaluation of staff as needed.
13. Assists in achieving efficient and effective operations by functioning as a team member with the Superintendent/Assistant Superintendent, Central Office Directors, Principals, and other members of the Administrative Team.
14. Performs other duties as requested by the Assistant Superintendent/Superintendent.

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TERMS OF EMPLOYMENT: This is a twelve month position. Salary, vacation, holidays and benefits are to be established by the Board of Education.

EVALUATION: Performance of job responsibilities will be evaluated in accordance with the Board-approved policy for evaluation of certificated staff.

STATEMENTS OF AGREEMENT:

Americans with Disabilities Act Statement

Applicants, as well as employees who become disabled, must be able to perform the essential functions listed on this job description either unaided or with reasonable accommodation. The Winslow Township District School Administration shall determine reasonable accommodation on a case-by-case basis in accordance with applicable laws, in the event such a determination becomes necessary.

Essential Functions Statement

I have read this job description and I certify that I meet all of the qualifications of the position, and I can perform all of the essential functions of the position unaided or with accommodation.

Signature

Date

Approved: 6/26/2013

Revised: 9/9/2020

2/9/2022