

VALLEY STREAM UNION FREE SCHOOL DISTRICT 24**DIRECTOR OF CURRICULUM****JOB DESCRIPTION**

- Qualifications:** Masters Degree or higher
SBL or SDL Certification
Minimum five years of teaching experience
Staff development/training experience
- Reports to:** The Director of Curriculum will be responsible to and will be under the direction of the Superintendent. The Superintendent will conduct an annual professional performance review based upon the job description below.
- Purpose Statement:** The Director of Curriculum will provide leadership and vision in the ongoing planning, implementation, development, direction, review and evaluation of the District's curriculum and instructional services, federal programs, career and technical education services, assessment, research and evaluation services for grades Kindergarten through sixth grade. The Director ensures that the District's educational objectives are aligned to State frameworks and to instructional practices that yield the highest standards of student achievement and instructional excellence. In addition, he/she plans and executes staff development and training programs to enrich all teaching and learning activities.

Essential Functions

- Assists in the development and identification of learner outcomes.
- Coordinates the development, implementation, and evaluation of the Comprehensive District Education Plan, inclusive of the Professional Development Plan.
- Leads curriculum development projects and staff training workshops.
- Coordinates the textbook selection process and evaluating textbook adoptions.
- Prepares budget proposals for District-wide textbook adoptions including support materials.
- Coordinates curriculum and instructional strategies/learning.
- Supervises instructional support teachers.

- Oversees the math, reading, and early intervention teachers to create an environment of shared knowledge and purpose among the teams.
- Evaluates materials which support and enrich the basic curriculum.
- Participates in the ongoing evaluation of the instructional program.
- Researches and implements topics related to current and emerging curriculum initiatives.
- Demonstrates strong communication skills and the enthusiasm to create and sustain instructional momentum with the District's curriculum.
- Coordinates the New Teacher Orientation program.
- Supervises the administration and analysis of all state and local assessments within the district, including the creation of an annual District-wide assessment calendar.
- Identifies, develops, and reports program related assessment results for the purpose of directing student and teacher growth.
- Collaborates with the Director of Finance and Operations on the development of federal or State aid programs such as the Title III Grant.
- Develops and implements a strategic vision for the use of curricular materials in the academic setting.
- Directs the implementation of new programs, academic intervention programs, and/or processes for the purpose of providing services within established timeframes and in compliance with regulations.
- Provides leadership and support for the purpose of developing and maintaining an efficient, integrated curriculum program, serving as the primary leader for the District's curriculum initiatives.
- Focuses on ensuring that all educators have access to the appropriate materials and strategies for 21st century learning.
- Manages a variety of programs, specific projects and components (*e.g.*, English as a New Language Program, Challenge Program, online curriculum resources, instructional software, federal/state projects, district initiatives; etc.) for the purpose of providing guidance and direction needed to ensure program and project success.
- Oversees staff development opportunities to meet the diverse learning needs of students as it relates to integrating and differentiating curriculum in the academic program.
- Coordinates and dissegregates student performance data, provides professional development, and serves as the liaison for utilizing educational student program data. Works in conjunction with the Director of Instructional Technology and Data.
- Works with Director of Instructional Technology and Data to calculate and submit Annual Professional Performance Review scores to the State.
- Attends and actively participates in professional association meetings and conferences.
- Reports periodically to the Board on all curriculum, instruction, and assessment matters and other issues as directed by the Superintendent.
- Makes recommendations pertaining to policy and procedure to the Superintendent.

- Performs other duties as assigned and reports to the Superintendent.

Board of Education

Revised: October 18, 2017