

## **DELRAN TOWNSHIP SCHOOL DISTRICT**

### **Director of Curriculum and Instruction**

Reports to: Superintendent of Schools

Job Goal: In general, the Director of Curriculum and Instruction will work with the Superintendent of Schools in the following areas: implementation and evaluation of the K-12 curriculum/planning process; evaluation of resources and materials used in the teaching-learning process; direct supervision of the Supervisors of Instruction; development, articulation, and evaluation of the K-12 professional development program for certificated and non-certificated staff members; articulation of the K-12 district mentoring program; coordination of and analysis of the district testing program; research and evaluation projects and reports; business partnerships; quality process review and continuous improvement; grant writing; evaluation of 6-12 Principals, Assistant Principals and Supervisors

#### **Performance Responsibilities:**

- Provide leadership as immediate supervisor for building Principals and Assistant Principals in Grades 6-12 and all subject area Supervisors except the Supervisor of Special Education.
- Provide leadership in the development, writing and implementation, monitoring and evaluation of an articulated K-12 total school curriculum;
- Provide leadership in the development, writing and implementation, monitoring, and evaluation of an articulated K-12 instructional program;
- Provide leadership in the process to evaluate resources used to deliver the curriculum during the teaching-learning process;
- Provide leadership in the development, implementation, and evaluation of the K-12 professional development program for certificated and non-certificated staff members;
- Keep informed and up to date regarding current trends and best practices in curriculum and instruction and their alignment with and to the district vision, direction, and initiatives;

- Analyze and interpret annual student test data and make appropriate recommendations to the Superintendent of Schools of how to improve the total school curriculum as well as student test scores.
- Conduct the annual evaluation process for the respective 6-12 Building Principals and Supervisors of Instruction (not including the Supervisor of Special Education) with input from the Superintendent of Schools;
- Conduct supervisor meetings as necessary and appropriate and meet with staff members at the respective schools to address changes, implementations, concerns, etc. in the areas of curriculum and instruction;
- Work to align the respective state and federal applications and programs with district initiatives and the total K-12 curriculum;
- Design and conduct research projects aligned with district initiatives as relevant and as requested by the Superintendent of Schools;
- Work under the direction of the Superintendent of Schools as an information liaison between the school district and various business, and community organizations;
- Work under the direction of Superintendent of Schools in interpreting public opinion about education issues and the school district;
- Work under the direction of the Superintendent of Schools to coordinate the design, development, and implementation of the district data analysis and warehousing system;
- Work under the direction of the Superintendent of Schools and with school district personnel on the use of data driven decision making procedures and processes;
- Work under the direction of the Superintendent of Schools to monitor and evaluate district, school, and department/grade level continuous improvement plans;
- Work under the direction of the Superintendent of Schools to implement, monitor, and evaluate quality processes in the district;

- Works under the direction of the Superintendent of Schools to identify potential grant sources, solicit grant proposals, complete grant applications, and monitor and evaluate the implementation of grants, especially those that align with the improvement of curriculum and instruction and school district initiatives;
- Performs other duties as assigned by the Superintendent of Schools.

Qualifications:

- Valid teaching certificate and valid school administrator certificate;
- Ability to read, analyze, and interpret professional journals, technical procedures, and government regulations;
- Ability to calculate figures and amounts;
- Ability to define problems, collect data, establish facts, and draw valid conclusions;
- Ability to work well with other people;
- Good verbal and written communication skills; and
- Required criminal history background check and proof of U.S. citizenship or legal resident alien status

Certification:

Certification as a N. J. School Administrator or School Principal is required.

Evaluation:

Performance of this job will be evaluated annually in accordance with state law and the provisions on the Board's policy on evaluation of certificated personnel.

**APPROVED BY THE BOARD OF EDUCATION:    APRIL 20, 2015**