

SEDALIA SCHOOL DISTRICT #200

Job Title: Director of Curriculum, Instruction & Assessment Grade K-5

Job Overview

- Administrative: Director of Curriculum & Instruction Salary Schedule
- Employed for a period of one year for the first term and two years thereafter
- Reviewed annually with recommendation for re-employment by April 15
- Reports to Superintendent

Qualifications

- Master's Degree, Specialists Preferred
- Administrator Certification by the State of Missouri
- Three or more years of classroom teaching over various grade levels
- Knowledge and understanding of curriculum development in grades K-5
- Understanding of the relationship of curriculum, instruction, assessment and professional development
- Ability to prepare written applications, evaluations, and reports as required by the program
- Ability to communicate with personnel, students and patrons in individual and group settings
- Understanding of education and the public school's relationship to the community and the people served
- Ability to organize and plan effectively
- Possess an ethical and professional attitude toward colleagues and the policies of the district

Other Working Conditions

- Employed in February with contract effective July 1
- Vacations, leave policies, and fringe benefits as stated in Board policies
- Maintain regular office hours Monday through Friday except when away at meetings representing the district, vacation and holidays, spending the necessary time required to fulfill the duties of the position
- Be a member and participant in the activities of professional organizations
- Opportunity to continue professional preparation with the prior approval of the Superintendent
- Opportunity to attend professional meetings at district expense
- Work cooperatively with administration and staff throughout the district

Responsibilities and Duties

- Guide development, implementation and evaluation of curriculum and instructional services
- Present to Board of Education as necessary
- Review and order textbook/digital materials
- Plan and organize an appropriate District Professional Development Plan
- Meet with professional development K-5 committee
- Observe teachers in the building instructional methods, use of data and higher-level thinking
- Keep abreast of developments in curriculum and instruction and furnish leadership in determining their appropriateness for inclusion in the district educational program
- Guide development, implementation and evaluation of in-service training programs for professional personnel
- Communicate approved curriculum to professional staff and maintain list of approved instructional materials
- Work with principals and teacher committees in organizing and coordinating grade level and department meetings, in order to affect horizontal and vertical continuity and articulation of the instructional program throughout the district

- Manage and troubleshoot curriculum assessment software
- Manage DRC and Questar website and reports
- Develop and implement a curriculum review plan for the district
- Coordinate and involve community participation in curriculum revision
- Work with teachers on a consultant basis for special programs
- Work with administration and staff in the selection and appropriate use of textbooks and other materials
- Work with the assistant superintendent to develop CSIP
- Assist with the Missouri Model District
- Compile statistical information for use in educational research, status studies and professional development
- Develops, implements, supervises and reports the district assessment of student performance
- Prepare, in coordination with Grade 6-12 Curriculum Director, the District Assessment Calendar
- Prepare required applications, evaluations and other applicable report for all assigned programs
- Implement all programs according to guidelines
- Perform such other tasks and assume such other responsibilities as may from time to time be assigned by the Superintendent

DISCLAIMER

- This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job. Other duties will be required to be performed as assigned by district administration.