

Job Description

Title: Elementary Curriculum Director

Reports To: Assistant Superintendent for Instruction and Curriculum

Supervises: Assigned staff

Evaluation: Assistant Superintendent for Instruction and Curriculum

Job Summary:

To assume responsibility for instructional leadership in short and long term range curriculum development including staff inservice.

Qualifications:

Masters degree in curriculum and instruction with appropriate Kansas licensure.

Performance Responsibilities:

1. To oversee the elementary curriculum and to suggest recommendations for correcting overlaps/gaps.
2. To assist elementary teachers in matching appropriate assessment instruments to curriculum objectives.
3. To prepare any reports on the state of elementary curriculum.
4. To assure uniformity in elementary assessment, parent reporting, and academic standards.
5. To help elementary curriculum coordinators/leaders to resolve conflicts.
6. To help elementary curriculum coordinators/leaders develop appropriate objectives for the school.
7. To review all proposed changes to the elementary curriculum and provide updates on a yearly basis.
8. To chair elementary curriculum meetings.
9. To suggest methods for integrating instruction, cross-grade units, etc.
10. To assist elementary faculty in developing a uniform detailed curriculum.
11. To serve as a resource for elementary faculty, recommending workshops, speakers, programs, school observations, etc.
12. To coordinate regular textbook review with elementary curriculum coordinators and staff on a regularly scheduled basis.
13. To conduct meetings and/or workshops with elementary faculty to keep them informed of current trends/research in curriculum and instruction.
14. To make recommendations to administration regarding problems or concerns relating to curriculum.
15. To network with other elementary curriculum leaders.
16. To oversee elementary testing.
17. To support the schools and their leadership.

18. To take the lead with writing and budget preparation of the Local Consolidated Plan.
19. To work with the applicable school principals in the implementation and monitoring of the Title I Program.
20. Other duties as assigned.

Physical Requirements/Environmental Conditions:

Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-pace, high-intensive work environment.