



PHILADELPHIA PUBLIC SCHOOL DISTRICT

Job Description



TITLE: Director of Curriculum, Federal Programs,
and Professional Development

Board Approved: <date> 2015

EDUCATION QUALIFICATIONS AND PREREQUISITES

1. Educator License issued by the Mississippi Department of Education in administration
2. Five years successful administrative and/or supervisory experience preferred
3. Skilled in curriculum development, instructional design, instructional evaluation, development and presentation of professional learning and educational planning
4. Ability to apply complex rules and regulations to current school practices
5. Such other qualifications as may be set by the Board of Trustees

SUPERVISES

Federal Programs Support Staff
Other staff as assigned by the superintendent

REPORTS TO

Superintendent

JOB GOAL

To supervise and coordinate the development, implementation, improvement, and evaluation of the district's total instructional program; provide instructional leadership to ensure that district programs keep abreast of educational progress throughout the state and nation; provide leadership in all areas of federal programs to ensure compliance with local, state and federal regulations

To support the *Mission and Beliefs* of the District when carrying out duties and responsibilities as assigned

TYPICAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT NOT LIMITED TO:

1. Assist the superintendent in developing, implementing, evaluating, and improving district instructional policies, programs, and procedures that will guide and support classroom instruction
2. Provide leadership in the development, implementation, evaluation, and improvement of the district's Instructional Management Plan
3. Provide leadership in the development, implementation, evaluation, and improvement of the district's Professional Plan
4. Provide leadership in the development, implementation, evaluation, and improvement of the district's Consolidated Federal Programs Application
5. Assist school principals and assistant principals in their roles as instructional leaders in their schools
6. Systematically report the status of all programs to the superintendent and the Board of Trustees as the superintendent may request
7. Assist the superintendent with ensuring district compliance with the MDE Public School Accountability Standards
8. Assist the superintendent with ensuring district compliance with AdvanceEd accreditation status
9. Develop and implement procedures for selecting state-adopted textbooks and other instructional materials

10. Plan and manage departmental budgets; assist in the development of the district budget
11. Systematic monitoring of each program supervised with on-site visits and other contact interaction
12. Assist principals and teachers with the improvement of instruction, implementation of the instructional management plan and compliance with local, state, and federal regulations
13. Assist principals in the planning of implementation of programs based on student needs and resources available
14. Assist school principals with recommending personnel to the superintendent relative to the employment, assignment, transfer, promotion, discipline, and dismissal of instructional staff
15. Approve all expenditures incurred through federal funds
16. Approve all professional leave of staff attending workshops, conferences and conventions whereby federal dollars are the funding source
17. Chair various committees that deal with curriculum, instruction, professional development or federal programs
18. Provide professional growth and development through staff development programs, professional meetings, study of professional literature, and other information as needed
19. Assist in the coordination and administration of individual and group assessment programs, including local, state, federal, and national testing programs
20. At the superintendent's or principal's request, observe teachers in their classrooms and offer insights for the improvement of instruction
21. Assist in the development of district policies, procedures, and goals
22. Perform other duties as assigned

COMMUNICATION

1. Relate to parents and other community members, individual and corporate, in a positive and helpful fashion
2. Write, speak, and present in a clear, concise, and well-planned manner

PROFESSIONAL DEVELOPMENT

1. Participate in self-initiated and school/district-initiated professional growth in order to maintain licensure and support school improvement efforts
2. Keep informed of developments within curriculum and instruction, professional development, and federal programs
3. Reflect on curriculum, professional development and federal programs and devise methods of program improvement

POLICIES AND PROCEDURES

1. Adhere to policies and procedures established by district, state and federal guidelines
2. Submit required reports efficiently, promptly, and accurately

TERMS OF EMPLOYMENT

235 days annually with salary in accordance with the salary schedule as approved by the Board of Trustees

EVALUATION

Performance of this position will be evaluated annually in accordance with the provisions of Board Policy.