

WINSLOW UNIFIED SCHOOL DISTRICT NO. 1 – POSITION DESCRIPTION

TITLE: DIRECTOR OF CURRICULUM/INSTRUCTION, DISTRICT TESTING AND FEDERAL PROJECTS

EMPLOYEE CLASSIFICATION: Exempt, Certified

MINIMUM QUALIFICATIONS:

- Bachelor's degree in education from regionally accredited college or university
- Valid Arizona Teacher certification
- Three years teaching and/or administrative experience
- Master's degree in reading, curriculum, instructional technology and/or administration preferred
- Experience in Competency-Based Education Programming preferred
- Strong interpersonal and communication skills
- Experience in grant writing preferred
- Experience in designing/coordination/presenting professional development
- Strong background with integration of technology across the curriculum preferred
- Experience working with both elementary and secondary curriculum preferred
- Familiarity with Federal Title program requirements, the No Child Left Behind Act, and state program requirements

OVERVIEW OF JOB DESCRIPTION: The Director is responsible for the management and coordination of activities for the District's federal and state projects, and monitors the work of the ELL/Bilingual Program to ensure compliance with federal and state guidelines. The Director serves as the district liaison to the Arizona Department of Education, the County School Superintendent's Office, Arizona State University, and Northern Arizona University.

PERFORMANCE RESPONSIBILITIES:

1. Follows local, state and federal law and adheres to State Department of Education and local school board policy.
2. Administers district wide curriculum functions and manages curriculum content area tasks as specified by curriculum revision cycle to conform to district and state instructional objectives and standards.
3. Researches various sources (e.g. current practices, instructional materials, methods, curriculum guidelines, etc.) for the purpose of developing new programs and/or master plans.
4. Collaborates with district personnel to implement and maintain instructional programs K-12.
5. Assist other district personnel in evaluating the quality of the district's instructional programs in light of district priorities, program goals, projected student outcomes, performance objectives, and state standards.
6. Collaborate with district administrators to publish curriculum documents (e.g. curriculum guides, newsletters, parent information, course catalogs, etc.) to provide written support and/or convey information.
7. Facilitate communication and coordination among instructional staff (e.g. in-service, courses for teachers, curriculum related questions/concerns, curriculum documents, etc.) to meet curriculum objectives and ensure state mandates are achieved.
8. Coordinates program components and instructional needs with the purchase of textbooks/materials to support the district curriculum.
9. Develops and oversees program budgets to ensure the district's resources are effectively utilized.
10. Attends various meetings (e.g. Board, leadership, trainings, and various committees, etc.) to provide and/or receive information.
11. Serves as the district's representative on committees to provide leadership and continuity for all curriculum related activities as requested for state or federally funded programs to represent the district's needs /interests.
12. Coordinates, grant-related planning activities, including facilitating discussion groups and planning teams, developing surveys and needs assessments, and reviewing and reporting district data.
13. Researches and chooses best practices in education that meet grant guidelines, address district needs, and ensure grant-funded projects meet district goals.
14. Writes, edits, and packages grant proposals and project budgets that comply with district policies and procedures.
15. Coordinates implementation of new grants, including training program staff about state and federal regulations, coordinating program evaluations, and establishing grant management schedules for financial and program reports.
16. Monitors grant activities to ensure compliance with all state and federal laws, ensuring proper use of distribution of funds and timely submission of required reports.
17. Negotiates with state, federal and regional funding entities, including preparing budget revisions and represents the district at fund proposal and compliance meetings.
18. Provides grant-related training and technical assistance to district staff and teachers, including maintaining the grants and Special projects web-site.
19. Develops and coordinates the productions of program evaluation and data collection instruments.
20. Develops and prepares reports that assist in decisions made relative to the operation of the school district.
21. Develops data collection instruments and methodologies to be used in program evaluations that include monitoring questionnaire response rates, performing interviews, and conducting classroom observations.

22. Coordinates district wide surveys; prepares information for compliance reports; oversees execution of annual reports.
23. Supervises, conducts, and assists in the development of professional development programs for district staff.
24. Supervises program secretary.
25. Performs other job relevant duties as assigned.

REPORTS TO: Superintendent

SUPERVISES: Department Secretary

TERMS OF EMPLOYMENT: Work year to be established by the Board. Salary is determined by individual training and experience level on approved salary schedule.

EVALUATION: Performance of this position will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

ADA ACCOMMODATIONS: Decisions regarding appropriate and reasonable accommodation(s) will be based upon the merits of each situation. The principal criteria will be that of effectiveness and safety.