



Job Description

Job Title: Assistant Director of Curriculum

Classification: Administration

Salary Schedule: XA7

Department: Curriculum

Reports To:

FLSA Status: Exempt

Date: June 2021

Approved by : Northwest Local School District Board of Education

Job Summary: To help direct the district instructional program through job-embedded leadership development resulting in student achievement

Job Qualifications:

1. A Master's degree or higher with experience or training in the area of curriculum and instruction.
2. Valid Ohio administrative certificate/license.
3. Minimum of three (3) years exemplary teaching experience.
4. Minimum of three (3) years' combination of successful administrative and curriculum leadership experience.
5. Good written and verbal communications skills.
6. Knowledge of computers and word processing
7. Such alternatives to the above qualifications at all levels as the board may find appropriate and acceptable.

Essential Duties:

1. To support the long-range planning and implementation of all educational programs offered by the Northwest Local School District schools and assist in their evaluation.



2. To develop guidelines and oversee the program of classroom supervision in schools.
3. To supervise the planning and implementation of staff development programs for the district and schools and work with principals with other administrative and supervisory personnel in the implementation of the programs and ideas presented.
4. To evaluate the performance of coordinators, instructional specialists, supervisors, and principals and assist them in the determination of objectives to improve their performance through the evaluation process.
5. To direct and advise other administrators in the preparation of appropriation recommendations relating to curriculum and instruction.
6. To assist in preparation and monitoring of the curriculum budget.
7. To coordinate the selection of instructional textbooks, supplies, and equipment, including teaching supplies, library books and materials, and instructional equipment as to educational needs and suitability.
8. To help review, develop and refine the instructional framework, course of study and scope and sequence on a rotating basis in compliance with the adoption cycle.
9. To attend regular meetings of principals and other leadership meetings.
10. To provide information regarding the curriculum and instructional programs to interested citizens seeking information through the board of education or central office.
11. To confer with staff members who refer a professional problem relating to the curriculum and instruction to the central office after consultation with their school principal.
12. To assist in preparation of reports to the State Department of Education and other official agencies in the areas of instruction and curriculum development.
13. To coordinate and assist curriculum staff members in program development, revision, evaluation, and review.
14. To cooperate with personnel in student services in integrating special education programs with regular classroom programs.
15. To assist in development of building and district curriculum orientation programs for all new certified personnel at the beginning of each school year.



16. To support the development and implementation of the district's intervention programs.
17. To work with the administrator in charge of federal projects to ensure that the appropriation and expenditure of all federal funds allocated to the schools complies with all federal standards.
18. To evaluate administrators and other staff as assigned by the superintendent or a designee.
19. To serve, as needed, as an administrative member of the LPDC.
20. To assist in preparing the progress reporting calendars.
21. To support the administrators in developing building master schedules.
22. To engage with parents and community members to identify opportunities and address concerns related to teaching and learning.
22. To perform such other duties as may be assigned by the Superintendent or designee

Other Duties and Responsibilities

1. **Problem Solving** - Identifies and resolves problems in a timely manner; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
2. **Interpersonal Skills** - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
3. **Oral and written communication** - Communicates clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Participates in meetings.
4. **Teamwork** - Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit.
5. **Quality Management** - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
6. **Diversity** - Shows respect and sensitivity for cultural differences; Promotes a harassment-free environment.
7. **Ethics** - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
8. **Judgement** - Exhibits sound and accurate judgment; Includes appropriate people in decision-making process.



9. **Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Sets goals and objectives.
10. **Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
11. **Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
12. **Attendance/Punctuality** - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Physical Requirements:

Physical and emotional ability and dexterity to perform required work and move about as needed in a fast paced, highly intensive work environment. *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Terms of Employment: 247 days



NORTHWEST LOCAL SCHOOL DISTRICT

Title: Assistant Director of Curriculum

Employee: _____
_____ (print name)

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee of this job. The employee will be required to follow the instructions and perform the duties required by the positions supervisor, appointing authority, or designee.

(Superintendent or designee)

(Date)

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I am able to perform the key functions of the position.

(Signature)

(Date)