

**TITLE:**                      **SENIOR DIRECTOR (Curriculum & Instructional Services)**  
**FLSA:Exempt**

**QUALIFICATIONS:**

1. Master's degree with certification in Educational Leadership or Administration and Supervision,
2. Minimum of three (3) years successful administrative experience.
3. Experience using technology to manage and monitor data
4. Such additional or alternative qualifications as the Board may find appropriate and acceptable.

**REPORT TO:**                      Assistant Superintendent

**JOB GOAL:**                      To provide leadership in all aspects of Pre K-12, ESE, and post-secondary curriculum and instructional programs to enhance student achievement throughout the district and assist with principal oversight, selection, training and evaluation.

**SUPERVISES:**                      Assigned Personnel

**PERFORMANCE RESPONSIBILITIES:**                      \*Essential Performance Responsibilities

- \* 1. Oversee the planning, implementing, monitoring, and evaluation of the Exceptional Student Education (ESE) Department.
- \* 2. Help oversee Medicaid claiming, federal budgets and grant funds.
- \* 3. Coordinate resolution of Due Process requests, Office of Civil Rights complaints, and parental complaints beyond the school level.
- \* 4. Oversee the development, implementation and evaluation of district-wide curricula and instructional programs assisting principals in their implementation roles and responsibilities.
- \* 5. Communicate effectively with School Board, district administrators, school principals, staff, and public.
- \* 6. Assist in initiating and implementing new programs and other assigned initiatives working with school principals and district staff.
- \* 7. Keep well informed about current school trends and laws and help to communicate this information to principals, staff and other stakeholders.
- \* 8. Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment action, including the gain or loss of staff.
- \* 9. Assist in the development of policies, administrative guidelines, and implementation strategies for curriculum and instructional services and help provide oversight of school principals/programs in fidelity of implementation
- \* 10. Prepare or supervise the preparation of all required reports or appropriate audit documentation in a timely and consistent manner.
- \* 11. Direct the development, revision, and implementation of the district's Student Progression Plan and Codes of Student Conduct.
- \* 12. Participate in all curriculum councils Pre K-12 and monitor alternative school curriculum and program(s) providing guidance and direction.
- \* 13. Assist in district budget preparation, including budget expansion or reduction.
- \* 14. Participate in the development and implementation of the District Strategic Plan and help work with principals to insure implementation.
- 15. Schedule all School Improvement Plan (SIP) hearings and final SIP approval by the School Board.
- \* 16. Recommend for Board action and review all school advisory council appointments for compliance with Florida Statutes.
- \* 17. Maintain a close working relationship and regular communication with school-based and district-level administrators to ensure information exchange, coordination of efforts, and general support for the decision-making process and program implementation.
- \* 18. Maintain communication with other agencies, state associations and school districts to share and receive information on effective programs and practices.
- \* 19. Serve as liaison between the State Department of Education and school principals, as well as the instructional staff of the district in communicating and planning program requirements of state statutes, State Board of Education rules and regulations, and mandated federal programs as well as district initiatives.
- \* 20. Report on the status of curriculum and instructional programs and services, including assessment and evaluation information, at the request of the Superintendent, providing or assisting with community presentations upon request or assignment.
- \* 21. Assist the Superintendent in district-wide planning to link the curriculum and instructional program and the use of financial and human resources to the district's goals, objectives and Strategic Plan.
- \* 22. Monitor state and district assessment and results and take steps to promote student achievement in areas needing improvement and recommend appropriate staff modifications if warranted.
- \* 23. Assist in developing the district staffing plan and make recommendations for staffing in assigned departments.
- \* 24. Analyze and use current research, student performance data, and other relevant information for improving programs, services and personnel assignment.
- \* 25. Assist with district calendar committee.
- 26. Work closely with other departments in the growth and development of future school principals and other district personnel needs.
- 27. Help oversee athletics, CTE, after-school programs other program areas, Pre K-12 and post-secondary.
- \* 28. Perform such other duties as may be assigned by the Superintendent or supervisor.

**PHYSICAL REQUIREMENTS:**

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. While performing the duties of this job, the employee is regularly required to sit; use hands to manipulate objects, tools, or controls; reach with hands and arms; and talk and hear. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. Noise level in the work environment is usually quiet.

**TERMS OF EMPLOYMENT:**                      Salary and benefits shall be paid consistent with the District's approved compensation. Length of the work year and hours of employment shall be those established by the Board.

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