**NORTHAMPTON COUNTY SCHOOLS JOB DESCRIPTION**

**JOB TITLE: DIRECTOR OF CURRICULUM AND INSTRUCTION**

**GENERAL STATEMENT OF JOB**

Under limited supervision, the Director of Instruction performs a variety of supervisory and administrative tasks overseeing successful implementation and monitoring services for Pre K-12 instruction, Career and Technical Education, Testing and Accountability and Professional Development. The Director ensures the implementation of the district’s local Strategic Plan and Curriculum and Instruction Initiatives and facilitates communication between district Directors and building level administrators and staff. Additionally, the Director vertically articulates and collaborates with building level administrators, and district student services departments in an effort to continuously improve programs of study and strengthen services to students and families. Reports to the Superintendent.

**ESSENTIAL JOB FUNCTIONS**

Oversees and is responsible for budget and program implementation in the following areas:

K-12 Curriculum and Instruction

Professional Development

Career and Technical Education

Supervise core curriculum and its implementation in grades K-12.

Coordinate and integrate the K-12 curriculum and instruction programs, with Directors, Instructional Coaches, Coordinators, Supervisors, and Principals.

Develop effective coaching models and professional learning for district and school-based coaches.

Supervise Career and Technical Education program curriculum and its implementation.

Develop and deploy continuous improvement systems for procurement, curation and deployment of curriculum resources.

Implementation of professional learning which provides support to NCS staff.

Intentionally align curriculum implementation with instructional technology

Collaborate and support development and implementation of tiered support model for academics aligned with behavior.

Collaborate with all staff in the areas of reading/literacy, academically gifted, Exceptional Children, ESL to implement effective programs.

Work with principals to implement research-based instruction.

Initiate and maintain effective liaison with other school districts and with independent schools in order to keep abreast of new educational developments and idea.

Work with families, teachers, staff and community as it relates to effective K-12 instruction.

Propose budgetary needs for school-wide, level-wide, and/or district-wide implementation of instructional programs.

Work with committees to develop implementation plans for curriculum and pedagogy.

Supervise and provide support for all children and families in Northampton County School’s K-12 Program.

Create and sustain University and Community partnerships.

Collaborate with Title I principals on Site-based Comprehensive Needs Assessment.

Collaborate with Central Services Staff, K - 12 Site-Based Administrators, Pre-K - 12 Staff, Families and Community members on District Comprehensive Needs Assessment.

Collaborate with Northampton County Schools Budget/fiscal department to ensure fiscal responsibility.

Support the implementation of district initiatives.

Serves as a representing member of various stakeholder groups.

Perform other duties as assigned.

# MINIMUM TRAINING AND EXPERIENCE

Bachelor’s Degree from an accredited institution in Education, Curriculum Development, or other related field.

Master’s Degree from an accredited institution in School Administration, Education, Curriculum Development, or related field.

Five (5) to seven (7) years of experience as a classroom teacher or in an administrative capacity in a public school setting. Any equivalent combination of training and experience that provides the required knowledge, skills and abilities.

Valid Teacher License License.

Must be able to commute between sites in the district.

U**PREFERRED QUALIFICATIONS**

Doctorate Degree from an accredited institution in Education, Curriculum Development or related field

Valid NC School Administrator (Principal) License / (Superintendent) License

# MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

**Physical Requirements:** Must be physically able to operate a variety of equipment including computers, copiers, etc. Must be physically able to operate a motor vehicle. Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body. Light Work usually requires walking or standing to a significant degree.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or thing

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates or assistants.

**Language Ability:** Requires the ability to read a variety of correspondence, reports, forms, billing statements, etc. Requires the ability to prepare correspondence, reports, forms, evaluations, budgets, purchase orders, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; and to apply the principles of descriptive statistics and statistical inference.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items such as office equipment and hand tools. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Does not require the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with emergency situations.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

# KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of federal, state and local policies and procedures.

Considerable knowledge of School Board policies, procedures and standards regarding education.

Considerable knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations.

Considerable knowledge of the current literature, trends, and developments in the field of education.

Considerable knowledge of the principles of supervision, organization and administration. Skill in counseling and developing staff.

Ability to use common office machines and popular computer driven word processing, spreadsheet and file maintenance programs.

Ability to maintain complete and accurate records and statistics and to develop meaningful reports from that information.

Ability to assess the effectiveness of programs and activities.

Ability to interpret educational policies and procedures. Ability to develop long-range plans and annual budgets. Ability to effectively express ideas orally and in writing.

Ability to make oral presentations before large groups of people.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

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| **ACKNOWLEDGEMENTS** | |
| The following signatures acknowledge that the supervisor has verified the accuracy of the position description, has discussed position requirements with the employee, and has advised the employee of work performance expectations | |
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| *Reviewed by: Employee's Signature* | *Date* |
|  |  |
| *Approval by: Supervisor's Signature* | *Date* |
|  | |
| The completed and signed position description shall be maintained at the employee’s work location, shall be reviewed with the employee by his or her immediate supervisor, should be revised as required, and shall serve as the basis for all required evaluations. | |

# DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.