

Job Title: Curriculum Director
Reports to: Principal and Teacher(s) Assigned
Dept./School: Campus(es) Assigned

Exemption Status/Test: Nonexempt
Date Revised: Saturday, May 14, 2022

Primary Purpose:

1. Provide instructional assistance to students under the direct supervision of a certified teacher. Assist in preparation, conduction, and management of classroom activities.

Qualifications:

Education/Certification:

High School Diploma or General Educational Development (GED) Certificate

Have met formal academic assessment, associate degree, or two years of study at an institution of higher learning*

Valid Teacher Educational Aide Certificate

Special Knowledge/Skills:

Ability to assist in instructing, reading, writing, and mathematics

Ability to work well with children

Ability to communicate effectively

Experience:

Some experience working with children preferred

Major Responsibilities and Duties:

Instructional Support

1. Provide instruction to students under the direction of the teacher; work with individual students or small groups.
2. Assist teacher in preparing instructional materials and classroom displays.
3. Assist with administration and scoring of objective testing instruments or work assignments.
4. Help maintain a neat and orderly classroom.
5. Help with inventory, care, and maintenance of equipment.
6. Help teachers keep administrative records and prepare required reports.
7. Provide assistance to substitute teachers, as needed.

Student Management

1. Provide supervision of students throughout the school day, inside and outside of the classroom. This includes the lunchroom, bus, playground, etc.

Other

1. Participate in staff development training programs to improve job performance.
2. Participate in faculty meetings and special events as assigned.
3. Follow district safety protocols and emergency procedures.



Job Description

Director of District Curriculum and Instruction

Supervisory Responsibilities:

None

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals; standard instructional equipment

Posture: Moderate standing; occasional kneeling, squatting, bending, and stooping

Motion: Moderate walking

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: Work inside and outside (exposure to sun, heat, cold, and inclement weather); exposure to noise

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

**Required by Every Student Succeeds Act (ESSA) for aides who are providing instructional support in Title I, Part A program.*

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____

