SUMMARY:

The Director of Curriculum, Instruction, and Assessment will provide leadership and vision in the ongoing planning, implementation, development, direction, review and evaluation of the district’s curriculum and instructional services, federal programs, career and technical education services, assessment, research and evaluation services.

The Director ensures that the district/school education objectives are aligned to state frameworks and to instructional practices that yield the highest standards of student achievement and instructional excellence.

The Director of Curriculum, Instruction, and Assessment reports to the Superintendent and participates as a member of the Superintendent’s administrative team.

ESSENTIAL FUNCTIONS:

Curriculum and Instruction (K-12)

- Responsible for the development and implementation of federal or state aid programs including but not limited to Title I, Title IIA and Title IID.
- Support all aspects of district instructional and curriculum integration of technology.
- Coordinate the development, implementation, and evaluation of the Comprehensive Plan (both District and building plans).
- Prepare and create the School Instructional Calendar.
- Supervise the administration and analysis of all state and local testing programs within the district, including the creation of an annual district-wide assessment calendar.
- Represent the school district in meetings and conferences related to curriculum and instruction, assessment, and technology.
- Report periodically to the board on all curriculum, instruction, and assessment matters and all technology issues as directed by the Superintendent.
- Make recommendations pertaining to policy and procedure to the Superintendent.
- Coordinate and supervise the Instructional Support program for the district, including implementation of a consistent K-12 Response to Instruction and Intervention (RTII) system.
- Revise the Differentiated Supervision Plan and supervise and coordinate the implementation of the computer-based teacher evaluation system.
- Attend all Intermediate Unit Curriculum Council meetings.
- Supervise and chair Technology Committee meetings and coordinate the development and implementation of the district’s technology plan.
• Maintain an inventory of all district technology hardware and software and a long-range technology replacement plan.
• Provide leadership and direction for the development, revision and continuous improvement of district technology systems.
• Plan and coordinate the budget process for acquisition of district hardware, software and other technology-related expenditures.
• Plan, coordinate and communicate technology-related management systems and policies.
• Support all aspects of district instructional and curricular integration of technology.
• Assist professional staff with the software evaluation process.
• Plan, coordinate, and communicate technology-related management systems and policies.
• Chair Educational Foundation/District Technology committee.
• Represent district at intermediate unit and countywide instructional technology meetings.

Personnel (K-12)
• Participate in the interview and selection process of the instructional staff as appropriate.
• Coordinate the Teacher Induction Program and district orientation programs and activities of new teachers and administrators.
• Participate in the supervision process of beginning teachers through classroom observations and conferences.
• Supervise and evaluate district staff, as outlined in the District Organizational Chart.
• Conduct formal and informal observations and supervision of staff.
• Conduct observations of any teachers placed on an improvement plan.
• Counsel with principals and teachers on matters of district-wide concerns in order to help them improve their effectiveness.
• Encourage ethical practices of teachers.
• Cooperate with administrative and supervisory personnel on the overall education program.
• Supervise and evaluate district technology staff.
• Supervise and evaluate Instructional Support teachers.

General (K-12)
• Recommend a budget to the Superintendent to meet the objectives of this office and operate within the budget.
• Attend and actively participate in professional association meetings and conferences at the local, county, state, and national levels.
• Promote and participate in the public relations program, including the District website and web pages.
• Serve on district-wide committees as needed.
• Keep the Superintendent fully informed of significant matters pertaining to the administration of the schools and consult freely with him/her concerning such matters.
• Establish an open line of communication with the community.
• Perform any other duties assigned by the Superintendent.
QUALIFICATIONS

- Possess those qualifications as required by the School Laws of the Commonwealth of Pennsylvania (Supervisor of Curriculum & Instruction certificate, Administrative Certificate or Letter of Eligibility).
- Those qualifications shall be considered minimum requirements.
- The board reserves the right to request that additional requirements be met.
- Any exceptions to these requirements as determined by the Superintendent.

PHYSICAL REQUIREMENTS:
Constant bending, twisting, lifting, pushing, and pulling. Constantly alternating between sitting and standing. Normally does not work at heights above ten feet. Normally does not lift any object weighing more than fifty pounds.

The undersigned applicant verifies his/her ability to perform the aforementioned necessary physical and sensory requirements.

_________________________________  ____ ___________________
Signature       Date