



# ALLEN PARK PUBLIC SCHOOLS

*an uncompromising commitment to excellence*

## **Riley Education Center**

9601 Vine, Allen Park, MI 48101

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## **INTERNAL/EXTERNAL JOB POSTING**

**TO:** Allen Park Public School Employees/External Candidates  
**FROM:** Michael Darga, Superintendent  
**SUBJECT:** Job Opening  
**METHOD OF APPLICATION:** [Wayne RESA Applitrack Curriculum Director](#)  
**APPLICATION DEADLINE:** Friday, June 13, 2025 @ 4:00 p.m.

## **POSITION OPEN: CURRICULUM DIRECTOR**

### **QUALIFICATIONS:**

- Master's degree or above with emphasis in school administration or curriculum preferred
- Valid School Administration Certificate, or meets state requirements of MCL 380.1246
- Minimum of four years of successful teaching experience, with valid Michigan teaching certificate
- Preferred minimum 3 years of successful administrative experience
- Preferred experience with state/federal grants
- Strong background in K-12 Curriculum and Instruction
- Demonstrated skill in achievement data analysis
- Experience in school improvement planning
- Knowledge of current educational issues and best practices
- Excellent communication and interpersonal skills
- Shall possess skills to self-direct, take direction, and function in a team
- Such alternatives to the above qualifications as the Board and/or Superintendent may find appropriate and acceptable.

## **RESPONSIBILITIES OF THE CURRICULUM DIRECTOR**

### **CURRICULUM**

- Provides instructional leadership and supervision
- Serves as administrative facilitator of the Instructional Curriculum Council
- Facilitates the ICC textbook and new course review processes
- Purchases classroom subscriptions and facilitator for operation in cooperation with tech department
- Initiating and assisting with professional staff development
- Works with Personnel Director on development and implementation of teacher and instructional support staff evaluations
- Works with Special Education Director on MTSS Process, regularly attends data dives

- Works with principals to ensure Atlas Rubicon Curriculum Mapping software is up to date
- DISTRICT ASSESSMENT COORDINATOR**
- District Coordinator for national, state and local assessments (e.g. M-Step, FastBridge, eduCLIMBER, WIDA, NWEA, MiStar DNA, NSGA and various literacy tests)
  - District Coordinator for the BAA Secure Site
  - Assisting school staff analyze assessment data and present to board and community stakeholders multiple times a year

### **SCHOOL IMPROVEMENT**

- Serves as the District Coordinator for the District Improvement Plan and Cognia
- Provides technical assistance to school improvement teams
- Serves as the lead district person in the accreditation process, including peer review visits

### **SPECIAL POPULATIONS**

- Serves as the District Homeless Liaison per McKinney-Vento Law
- Serves as the District Coordinator for English Language Services per Title III
- Serves as the District Coordinator for Title IA, Title IIA, Title IV, and Section 31A (at-risk)
- District Level 5 designation for MILOGIN and GEMS state monitoring sites
- Provides technical assistance to staff funded by state and federal grants
- Working with school improvement teams in submitting the Consolidated Application and its modifications which includes program evaluation, Title I, Title IIA, Title III, Title IV activities.
- Monitoring allowable activities funded by state and federal grants in cooperation with Finance Director
- Serves as District Liaison with Private Non-Public Schools for Title IA and IIA grants
- Monitoring school activities funded by state and federal grants for compliance
- District Representative for organization of audits for state and federal grants
- Work with MISTAR facilitator to maintain accurate student records

### **TEACHER MENTORING**

- Sets up access for teacher programs
- Serves as contact for new teachers throughout school year

### **OTHER**

- District Representative for facilitating reinstatement of expelled students
- District Career Tech Education Representative and Liaison to MDE/CTE Program Personnel
- Other Duties as Assigned

The above list of responsibilities is meant to be representative and is not an all-inclusive list.

### **Salary and Contract**

Work year – 52 weeks  
 Excellent medical, dental, vision, and disability insurance plans  
 Salary range is \$125,575-\$145,656  
 Beginning date – July 1, 2025