



## **SOUTH EUCLID-LYNDHURST CITY SCHOOLS BOARD OF EDUCATION JOB DESCRIPTION**

<b>POSITION:</b>	Director of Curriculum & Instruction
<b>REPORTS TO:</b>	Superintendent
<b>EMPLOYMENT STATUS:</b>	Regular/Full-time
<b>CLASSIFICATION:</b>	Certified
<b>WORK YEAR:</b>	260 days, plus vacation and holidays
<b>DESCRIPTION:</b>	Provide leadership in developing and maintaining an educational program of the highest standard.

### **Position Summary**

The Director of Curriculum and Instruction provides district-wide leadership for curriculum, instruction, assessment, and academic improvement. This role is responsible for ensuring instructional coherence, high-quality teaching and learning, and the effective use of data to raise student achievement. The Director serves as a strategic leader who balances vision with execution and holds systems, practices, and outcomes accountable for results.

### **Essential Responsibilities**

#### *Curriculum & Instructional Leadership*

- Lead the design, implementation, and continuous improvement of district curriculum aligned to Ohio Academic Standards
- Ensure vertical and horizontal alignment of curriculum, pacing, and instructional expectations
- Oversee curriculum review cycles, instructional resource adoption, and implementation fidelity
- Support principals and instructional staff in strengthening Tier 1 instruction across all classrooms



### *Assessment, Data, MTSS & Accountability*

- Oversee district assessment systems, including benchmark, diagnostic, formative, and summative measures
- Provide district leadership for the Multi-Tiered System of Supports (MTSS) framework, ensuring strong Tier 1 instruction and effective Tier 2 and Tier 3 interventions
- Analyze student achievement, growth, and intervention data to identify trends, gaps, and instructional priorities
- Establish clear expectations for data use and data-driven decision-making at the district and building levels
- Monitor the impact of instructional and intervention initiatives and hold systems accountable for measurable improvement

### *Raising Student Achievement*

- Lead district efforts focused on raising student achievement and student growth across all grade levels and content areas
- Identify achievement gaps and support targeted, data-informed strategies to improve outcomes
- Align curriculum, instruction, assessment, MTSS, and professional learning to district academic priorities
- Support building leaders in developing, implementing, and monitoring academic action plans tied to measurable outcomes

### *Professional Learning & Capacity Building*

- Design and oversee professional learning aligned to district priorities and instructional data
- Ensure professional learning is job-embedded, evidence-based, and responsive to staff and student needs
- Support instructional coaching models and principal-led professional development



- Collaborate with district leaders to thoughtfully integrate technology and AI tools that enhance instructional practice and teacher effectiveness

#### *Leadership, Collaboration & Communication*

- Serve as an active member of the Superintendent's Cabinet
- Collaborate closely with principals, counselors, and the Exceptional Children Office to ensure alignment between general education instruction, interventions, and special education services
- Support inclusive practices and shared ownership for the success of all students
- Communicate clearly and consistently regarding instructional priorities, expectations, and outcomes
- Foster a culture of continuous improvement, collaboration, and professional accountability

#### *Compliance & Operational Oversight*

- Ensure compliance with Ohio Department of Education and Workforce requirements related to curriculum, instruction, assessment, and MTSS
- Support instructional budgeting, grant coordination, and responsible resource allocation
- Assist with district initiatives related to graduation requirements, College Credit Plus, honors diplomas, and graduation seals
- Perform other duties as assigned by the Superintendent

#### *Required Qualifications*

- Valid Ohio administrative license
- Master's degree required (Doctorate preferred)
- Minimum of five (5) years of successful experience in education, including instructional leadership



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- Demonstrated experience using student achievement and intervention data to drive instructional improvement
- Strong knowledge of curriculum development, MTSS, assessment systems, and instructional best practices

*Preferred Qualifications*

- District-level curriculum and instruction experience
- Experience leading MTSS implementation and data-driven professional learning
- Knowledge of Ohio accountability systems and report card measures
- Experience integrating instructional technology and AI tools to support teaching and learning
- Proven ability to lead change while maintaining high expectations and strong relationships

*Knowledge, Skills, and Abilities*

- Strong instructional leadership with a results-oriented mindset
- Ability to analyze complex data and translate findings into clear, actionable next steps
- Excellent communication, collaboration, and organizational skills
- High level of follow-through, accountability, and attention to detail
- Ability to lead, support, and challenge others in continuous improvement efforts

This job description does not state or imply that these are the only duties and responsibilities to be performed by the Director of Instruction; the Director will also perform all other duties as assigned by the Superintendent.