

Director of Curriculum and Assessment

Reports to: Assistant Superintendent

Qualifications

Education: Masters Degree.

Certification: Appropriate Missouri Administrative Certificate.

Experience: Five (5) years of successful teaching experience. Two (2) years of successful experience as an administrator, director, or lead teacher. Experience and high level of competency in Technology.

Other Requirements

Clearance on background check that is satisfactory to the Senior Administration. Ability to supervise and evaluate teachers. Knowledge of curriculum, instruction, and assessment pertaining to the needs of all students. Possess positive character traits that are student-centered. Possess ability to interact and communicate effectively with others.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Functions

1. Oversee the development of curriculum throughout the school district.
2. Facilitate the understanding of curriculum design, implementation, assessment, and refinement.
3. Articulate a vertically-integrated, district-wide curriculum vision.
4. Oversee, coordinate, and implement all facets of district-wide assessment.
5. Encourage and support collaboration at all levels.
6. Schedule, coordinate, and preside over meetings of the Curriculum Committee.
7. Analyze and use data to drive curricular/assessment decisions.
8. Abide by school laws and policies, Missouri School Improvement Plan (MSIP) standards and guidelines, and Missouri Assessment Program (MAP) components.
9. Create and maintain a team by including administration, faculty, staff, parents, and students in curriculum planning and development.

10. Act as a resource for teachers, parents, and administrators.
11. Recommend instructional programs, resources, and effective teaching strategies that will complement the district curriculum.
12. Utilize technology in developing/revising curriculum and posting/updating the curriculum on the district's website.
13. Develop a three-to-five-year plan to address the curricular and assessment needs of the school district.
14. Prepare and present program evaluation reports to the Board of Education.
15. Continue personal, professional development in the areas of curriculum, instruction, assessment, and current technologies that will enhance student achievement, teacher effectiveness, and attainment of school goals.

Evaluation of Performance and Employment

The evaluation of performance will be conducted by the Assistant Superintendent. The Director will be considered for employment at the regular February meeting of the Board of Education, as per the recommendation of the Assistant Superintendent.

Length of Contract

12 months

Type of Position

Exempt

As a political subdivision, employer, recipient of federal funds, and educational institution, the Board of Education is prohibited from, and hereby declares a policy against engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, sex, national origin, ancestry, disability, age, or use of leave protected by the Family and Medical Leave Act, in its programs, activities, and with regard to employment. The Board is an equal opportunity employer.