



Job Title: Executive Director of Curriculum & Instruction **Exemption Status/Test:** Exempt Administrator in an Educational Establishment

Reports to: Chief Academic Officer **Date Revised:** July 2018

Dept. /School: Central Administration

Primary Purpose:

Evaluate and provide leadership for the overall instructional program of the district in core content, bilingual/ESL, LOTE, and Technology Applications.
Responsible for the effective and efficient operation of the curriculum and instruction department that includes curriculum, instruction, and assessment and related staff development, hiring, and program evaluation.

Qualifications:

Minimum Education/Certification:

Master's degree in Educational Administration or Curriculum and Instruction
Texas mid-management or other appropriate Texas Certification

Special Knowledge/Skills:

Evidence of extensive experience in planning and conducting staff development
Evidences of extensive experience in curriculum, instruction and leadership
Evidences of evaluation of instructional programs and teacher effectiveness
Ability to interpret, analyze and evaluate instructional data
Ability to evaluate and provide instructional leadership and management of all PreK-12 instructional programs
Ability and desire to utilize technological advances as an integral part of curriculum planning, delivery, and assessment
Strong organizational, communication, public relations, and interpersonal skills

Experience:

Five (5) years' experience as a classroom teacher
Three (3) years successful administrative experience

Major Responsibilities and Duties:

1. Supervise curriculum coordinators by reviewing goals and objectives and evaluating job performance to ensure effectiveness of each coordinator.
2. Assumes primary responsibility for developing a curriculum that is adequately articulated and coordinated to effectively guide a sequential and aligned K-12 instructional program for instructional staff.
3. Facilitate the implementation and development of curriculum within the district and works with appropriate staff to develop, maintain, and revise curriculum documents based on systematic review and analysis. This includes development of curriculum guides that are accessible, complete, and adequately organized to guide quality effective instruction.
4. Coordinates the development of procedures related to curriculum and instruction to provide direction for effective curriculum management and instructional delivery.

5. Work cooperatively with the superintendent, chief of staff, associate superintendents, directors, coordinators and staff to define district needs and serve as a support to the instructional program.
6. Shares understanding of pedagogy, cognitive development, and child adolescent growth and development to facilitate effective school district curricular decisions.
7. Work collaboratively with the Chief Academic Officer and the Director of Research, Assessment and Accountability regarding the collection, review, interpretation and use of data to improve student achievement.
8. Obtains and uses evaluative findings, including student and achievement data to examine curriculum/instructional program effectiveness.
9. Actively supports the efforts of others to achieve the district goals and objectives and the campus performance objectives (Texas Academic Performance Reports – TAPR).
10. Supervises the use of formative assessment practices to encourage skilled teaching and higher-level learning.
11. Provides campus leaders with research based strategies to ensure academic achievement.
12. Works with the Director of Organizational Learning to develop a staff development plan that reflects an accurate, data-driven needs assessment and one that is focused and aligned with district and campus improvement plans.
13. Exhibits a knowledgeable passionate, and enthusiastic commitment to continuous student improvement with a focus on the district's instructional priorities.
14. Encourage and model innovative thinking and risk taking and view problems as learning opportunities.
15. Facilitates the use of technology in the teaching-learning process.
16. Participates in the district-level decision process to establish and review the district's goals and objectives and major classroom instructional programs of the district.
17. Interprets and disseminates TEA directives (that are instructional program related) to staff; uses the findings of student assessment (as appropriate) for school improvement activities.
18. Remain well-informed and up-to-date about trends and developments in research and evaluation theory and practice.
19. Remain up-to-date on state mandates and priorities as they relate to assigned responsibilities.
20. Provides a final recommendation to the Chief Academic Officer and the Superintendent regarding the textbook adoption process and provides recommendations regarding instructional programs and materials related to the textbook adoption process.
21. Involves instructional staff in evaluating and selecting textbooks, digital media/resources and other instructional materials to meet student learning needs.
22. Facilitates the coordination of campus library services.
23. Set high standards of conduct, ethical principles, and integrity in decision making actions and behaviors for self and others and encourage reaching higher standards.
24. Support a district culture that promotes learning, high expectations, and academic rigor for self, students, and staff performance.
25. Demonstrate skill in anticipating, managing and resolving conflicts.
26. Uses a variety of communication tools and techniques to exchange information and ideas effectively.
27. Demonstrates clear and effective writing, speaking, and active listening skills.
28. Participates in effective budget planning, management, account auditing, and monitoring aligned to the district's vision, mission and goals.

Supervisory Responsibilities:

Supervise Curriculum and Instruction coordinators and associated staff

Mental Demands/Physical Demands/Environmental Factors

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

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

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

Environment: May work prolonged and irregular hours.

Mental Demands: Maintain emotional control under stress

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