

## ARLINGTON INDEPENDENT SCHOOL DISTRICT

<b>JOB TITLE:</b>	Director of Curriculum and Instruction	<b>WAGE/HOUR:</b>	Exempt
<b>REPORTS TO:</b>	Executive Director of Teaching and Learning	<b>PAY GRADE:</b>	ADMIN 9
<b>DEPARTMENT:</b>	Curriculum and Instruction	<b>DAYS:</b>	12A - 243 Days

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**ROLE AND PURPOSE:** The Director of Curriculum and Instruction is responsible for the effective and efficient operation of the Curriculum and Instruction Department. The Director will provide vision, leadership and expertise in the strategic planning, design, delivery, evaluation, and revision of the overall PK-12 instructional programs of the District, including curriculum, instruction, and assessments systems and services.

### QUALIFICATIONS:

#### Education/Certification:

- Master's degree from an accredited institution in Curriculum and Instruction or Education Leadership
- Mid-management or Principal Certification from accredited institution

#### Experience:

- Minimum of three years of successful classroom experience
- Minimum of three years of successful administrative experience
- Experience in leadership of curriculum, instruction, and assessment development
- Leadership and/or administrative experience leading large-scale district improvement initiatives

### MAJOR RESPONSIBILITIES AND DUTIES:

#### I. INSTRUCTIONAL MANAGEMENT:

- A. Works collaboratively with executive director of teaching and learning, District departments, and curriculum and instruction coordinators to develop and implement the District curriculum management plan, specifying short and long-term goals, timelines, and processes.
- B. Works with appropriate Academic Services directors to develop, maintain, and revise curriculum documents based on a systematic review and analysis process and schedule.
- C. Aligns curriculum development with federal, state, and District expectation and guidelines, and plans for student learning and educator effectiveness.
- D. Provides guidance and leadership to campus and District staff in the area of research-based curriculum design, instructional approaches, and assessment practices.
- E. Participates in the District improvement plan process to establish and review outcomes, strategies, and activities supporting major classroom and instructional programs.
- F. Involves campus and District staff in evaluation and selection of instructional resource materials to meet student learning needs, including facilitating the use of technology in the teaching and learning process.
- G. Provides effective professional learning to

#### II. SCHOOL/ORGANIZATIONAL CLIMATE.

- A. Attends and participates in department director, Academic Services, and other District-level meetings and committees as required.
- B. Develops systems of communication that establish consistent, efficient and collaborative processes for the provision of guidelines, services, and support to campus and District staff.
- A. Displays high visibility on campuses to support, monitor, and observe curriculum delivery, instructional practices, and professional learning implementation.
- C. Exemplifies effective problem-solving methods that are customer-service oriented.
- D. Engages the curriculum and instruction department leadership team in collaborative processes to identify and develop systems that support the administrative functions of the department in order to promote efficiency, teamwork, and a professional work environment.
- E. Works in partnership with the Director of Professional Learning to oversee the coordination, evaluation, and design of District professional learning aligns with state and District data, the strategic plan and goals, and District expectations for teaching and learning.

#### III. SCHOOL/ORGANIZATIONAL IMPROVEMENT

- B. Coordinates the review and analysis of multiple sources and types of educator and student data to identify educator-learning needs for improved student performance relative to District and campus curriculum and instruction services.

- C. Recommends policies, guidelines, and practices to address challenges impeding the initiation, implementation, or institutionalization of system-wide improvements.
- H. Engages District and campus staff to apply a cycle of continuous improvement engage, in inquiry, action research, data analysis, planning, implementation, reflection, and evaluation.
- I. Integrates theories, research, and evidence-based practice into the planning and design of curriculum, instruction, and assessments.
- D. Works to align department support to classroom, campus, and District goals for student and educator learning using data to monitor and measure its effects on educator and student performance.
- E. Communicates and collaborates regularly with the Director of Professional Learning, Director of Special Education, Director of World Languages, and other Academic Services directors as appropriate to ensure alignment and create appropriate support systems and structures.
- F. Partners with the Accountability and Research Department to assess the effectiveness of curriculum and instruction programs, reports results, and develops plans for improvement.

**IV. ADMINISTRATIVE, FISCAL, AND FACILITIES FUNCTIONS RESPONSIBLY**

- A. Coordinates acquisition of District resources, including materials and other resources that support the implementation of instructional priorities and the District professional learning plan.
- B. Prioritizes, monitors, and coordinates local, federal, or grant budgets.
- C. Develops administrative procedures and regulations to manage and implement policies established by federal and state law, SBOE rule, and local board policy in the area of curriculum and instruction.

**V. SCHOOL/COMMUNITY RELATIONS**

- A. Articulates the District’s mission, instructional philosophy, and curriculum implementation strategies to the community, and solicits support and input in realizing the District mission.
- B. Participates as an effective team member who contributes to District, department, and content goals.
- C. Researches District policy, precedent, and current practices prior to taking action
- D. Maintains confidentiality in the conduct of district business.

**VI. PROFESSIONAL GROWTH AND DEVELOPMENT**

- A. Seeks, accepts, and responds to coaching and feedback from supervisor, staff, and peers.
- B. Maintains a network of professional colleagues, membership in professional associations, attendance at relevant conferences, and exposure to professional literature in the area of curriculum, instruction, and assessments.
- C. Establishes ongoing goals for professional learning to remain current in innovative and effective practices.
- D. Identifies new research in areas of curriculum, instruction, and assessments to support decisions, and apply new knowledge and skills to improve programming, campus support, and District operations.

**VII. SUPERVISORY RESPONSIBILITIES**

- A. Leads recruitment, selection, and professional learning of all staff, making sound recommendations relative to staff placement and assignment.
- B. Evaluates job performance of all staff to ensure growth and effectiveness.
- C. Recognizes and advances shared leadership by developing capacity for leading and learning.
- D. Demonstrates skill in coaching and conflict resolution.
- E. Provides for two-way communication and meets regularly with leadership team and direct reports.
- F. Promotes performance improvement among administrative and professional staff, including identifying individual strengths and areas for improvement.

**VIII. MISCELLANEOUS**

- A. Performs other duties as may be assigned by the Executive Director of Teaching and Learning.
- B. Travels district-wide and occasional out of-district; prolonged and irregular hours.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by \_\_\_\_\_

Date\_\_\_\_\_

Reviewed by \_\_\_\_\_

Date\_\_\_\_\_

Received by \_\_\_\_\_

Date\_\_\_\_\_