

BEARDSTOWN COMMUNITY UNIT SCHOOL DISTRICT #15
JOB DESCRIPTION

TITLE: CURRICULUM DIRECTOR

QUALIFICATIONS:

- 1) Official administrative certification by the Illinois State Board of Education required.
- 2) Certification of good health signed by a licensed physician. Be free of communicable diseases.
- 3) Demonstrated aptitude for successful completion of assigned responsibilities.
- 4) Practices good grooming habits with regard to personal hygiene, unquestionable cleanliness of body, clothing, hair, neat appearance, and posture.
- 5) Effective communication skills, ability to work within a team.
- 6) Requires an understanding of confidentiality and good interpersonal skills.
- 7) Requires good oral and written communication skills.
- 8) Strong organizational skills and ability to work with details and maintain accurate and thorough records is required.
- 9) Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Superintendent

PRIMARY DUTIES:

- 1) Oversee the development and improvement of curriculum and instruction PK-12.
- 2) Serve as a primary source of information in helping improve the quality of the education program through classroom observations, reviewing model programs, discussions with personnel within and outside the district, analysis of research and data, etc.
- 3) Working with administrators and teachers in supervision the education program through teacher meetings and curriculum committees to analyze curriculum and performance data.
- 4) Sit on building leadership teams and provide input/support to all School Improvement Plans.
- 5) Supervise the coverage of state standards and instructional frameworks and their integration into the curriculum and instruction.
- 6) Seeking out and overseeing grants related to curriculum, instruction, staff development and evaluation.
- 7) Contribute to district-wide efforts to plan for and support education programs.
- 8) Play an integral part in the plan for any building to exit any school improvement designation.
- 9) Analyze the effectiveness of all curricula and programs, and make recommendations to appropriate administrator for adjustment/changes.
- 10) Oversee and develop procedures for local, state and national assessments including but not limited to iReady, IAR, SAT, ACT, etc.
- 11) Develop and implement a district system for the use of student data in providing for student learning.
- 12) Recommend placement, changes, and/or modifications in staffing.
- 13) Annually updates the status of each curriculum, specifying areas of strength and areas of need.
- 14) Works with building principals to provide in-service and staff development programs.
- 15) Analyzes the evaluation of in-service programs.
- 16) Encourages, specifies, and documents professional development provided by the district, as well as PD obtained outside the district.
- 17) Serve as a resource to administrators, teachers, parents and the community.
- 18) Regularly meets with other administrators/directors to articulate programs and services.
- 19) Form and maintain liaisons with other schools in the region.
- 20) Research/become familiar with emerging instructional software and technologies.

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- 21) Perform such other duties and assume such other responsibilities as may be assigned by the Superintendent.

MINIMUM PERFORMANCE EXPECTATIONS:

1. Demonstrate a good knowledge of and proficiency with personal computer.
2. Communicate effectively both orally and in writing.
3. Lead curriculum development, supervision, instruction and evaluation at the district level.
4. Understand how to interpret data, disseminate the results, and develop a course of action.
5. Set and meet schedules and timelines.
6. Work independently with little direction.
7. Prepare comprehensive narrative and statistical reports.
8. Assure compliance with regulatory agency guidelines and policies.
9. Prepare and maintain a variety of reports, records and files.
10. Work collaboratively and problem solve with all stakeholders.
11. Write and manage state and federal grants.
12. Hold staff and students accountable.
13. Provide large and small group or one on one Staff Development, as needed.
14. Perform other tasks as assigned by Superintendent.

WORKING CONDITIONS / PHYSICAL DEMANDS:

The working conditions described should be representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to use hands to handle, or feel products, objects, tools, or controls; talk and hear. The employee is required to stand, walk and reach with hands and arms.

The employee must occasionally lift and/or move items up to 40 lbs. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

TERMS OF EMPLOYMENT:

Jan. 2024 – O’Daniell