

Director for Curriculum and Instruction

Reports to:	Deputy Superintendent
Supervises:	Curriculum and Instructional Support Services Team
Term of Employment:	12 months
Salary:	Certified Director Salary Scale
FLSA Exempt/Non-Exempt:	Exempt

- Qualifications:**
- **North Carolina Teacher Licensure**
 - **Minimum of 5 Years of successful teaching experience**
 - **North Carolina Licensure in Curriculum Instruction Supervision or Administration**
 - **Master's degree in Education**
 - **Three years successful Principal experience preferred**

Essential Job Functions:

- Provides leadership with curriculum and instructional support team in the development of curriculum guides, task analyses, and assessment items
- Leads in the evaluation of instructional methods and programs, recommending how such methods and programs could be replicated in the district
- Collaborates with the Deputy Superintendent regarding professional development necessary for the effective implementation of the intended curriculum and instructional best practices in all schools
- Collaborates with the Director for Planning, Accountability and Research to lead the school improvement process
- Plans and carries out a district-wide program of professional development based on a needs assessment from a curriculum, instruction and assessment review
- Plans and supervises the instructional development and induction for the Beginning Teacher Support program
- Plans and supervises the Mentor Program
- Plans and supervises support programs for teachers seeking initial, advanced and renewal levels of National Board certification
- Collaborates with the district staff on the development of local benchmark assessments
- Collaborates with the Director for Planning, Accountability & Research on educational research to assist the district's instructional program
- Assists in the recruiting, screening and training of qualified candidates for positions on the Curriculum and Instructional Support Services Team
- Assists in the implementation and evaluation of grants
- Collaborates with principals about curriculum content and instructional strategies to support teacher professional growth and development and classroom effectiveness
- Works cooperatively with others to ensure horizontal and vertical alignment among programs
- Supervises and coordinates the work of curriculum content specialists who provide special support to the schools
- Oversees complaints related to curriculum or instructional practices
- Prepares and administers the budget for instructional materials
- Provides guidance in the selection and use of textbooks, digital resources and other teaching materials and professional development to maximize their effective use
- Collaborates with Director and Assistant Director of Technology to support Digital Integration Facilitators (DIFs) and appropriate professional development and selection of digital resources
- Keeps current with educational developments and the literature in the field of education and participates in the affairs of state and national professional organizations devoted to the advancement of curriculum and instruction
- Leads the development, revision and publishing of progress reports and report cards
- Performs other duties and responsibilities as assigned by supervisor

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Physical and Cognitive Requirements:

The major physical and cognitive requirements listed below are applicable to this job classification within Moore County Schools.

Work in this classification is considered **light physical work** requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects. Must be able to:

- operate a variety of equipment including computers, copiers, overhead projectors, and data projectors
- operate a motor vehicle
- compare, interpret, analyze and generate data and apply basic principles of statistics
- listen and communicate effectively in order to gather, convey or exchange information, including giving instructions, assignments or directions to subordinates or assistants
- respond appropriately to inquiries of complaints
- use tact and courtesy when working and dealing with the community
- read, comprehend, and prepare various kinds of communication and information including emails, correspondence, reports, articles, proposals, contracts, policies, charts, spreadsheets, curriculum documents, staff development plans, educational forms and data
- write using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style
- speak before groups of people with poise, voice control and confidence
- apply principles of logical, critical, creative or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions
- deal with abstract and concrete variables
- demonstrate and apply common sense understanding to carry out simple instruction and to make simple decisions
- interpret, infer, analyze, synthesize, and evaluate materials, resources, situations and problems to generate options and solutions
- interpret and carry out oral and/or written instructions
- demonstrate continued professional curiosity and growth
- communicate effectively and efficiently in a variety of settings, using appropriate terminology and by telephone and email
- hear, speak, read, record and explain information, communication, and procedures
- perform basic math functions to understand and interpret data, to balance budgets
- deal fairly with people beyond giving and receiving instructions
- perform under stress, deal with persons acting under stress and displaying emotional distress and adapt when confronted with emergency situations