

**MAYFIELD CITY SCHOOL DISTRICT
JOB DESCRIPTION**

Title:	Director of Curriculum
Reports To:	Superintendent
Position Status :	12-month administrative contract (Section 3319.02 – ORC)
FLSA Status:	Exempt
General Description:	Responsible for the development and implementation of the District’s curriculum and instructional program.
Qualifications:	<ol style="list-style-type: none"> 1. Valid Ohio Administrative license. 2. Master’s degree or higher from an accredited college or university. 3. Demonstrated leadership in curriculum development, assessment, instructional analysis, and staff development. 4. Successful experience as a teacher, administrator. 5. Knowledge of curriculum and instruction and Ohio School Law. 6. Proficient in computer skills and knowledge of applications necessary to access timely and relevant information and be able to disseminate same. 7. Good health, high moral character, and good attendance record. 8. Additional qualifications as the Board of Education may require.
Physical/Other Requirements:	<ol style="list-style-type: none"> 1. Able to access classroom and office areas of District facilities. 2. Exemplary communication and interpersonal skills. 3. Able to present information to individuals, small groups, and large groups in a clear and compelling manner. 4. Able to work successfully with teachers, administrators, and the community. 5. Suited for situations that require the ability to plan ahead, yet remain flexible enough to adapt to new situations or react to emergencies. 6. Suited for situations that require the ability to interact well with other people, but also the ability to work independently.
Performance Responsibilities (Essential Functions*):	
<ol style="list-style-type: none"> 1. *Administer curricular and instructional programs in accordance with District policies and administrative guidelines, Operating Standards for Ohio Schools, and the provisions of State and Federal law. 2. Direct and provide instructional leadership to the District’s academic program. 3. Coordinate District programs of Library/Media servicesTechnology, Resident Educator initiative, and the work of academic content specialists. 4. Engage parents and community members in the educational process and in the support of student learning, achievement, and overall wellbeing. 5. Develop and maintain positive school-community relationships and timely communications. 6. Participate in the recruitment, selection, retention, and development of District administrators and support and instructional personnel. 7. * Assist with the assignment, supervision, and evaluation of appropriate instructional and support personnel. 8. Provide leadership and administer the work of the District’s Local Professional Development Committee (LPDC). 	

9. Oversee the approval process for professional leave requests of District staff.
10. Work in conjunction with Pupil Services to arrange and provide instructional services and support for special needs students in accordance with Individualized Education Plans (IEPs) and/or other District-authorized accommodation plan.
11. Develop and implement professional development programs and orientation/training for District staff.
12. *Administer all necessary data collection, record keeping, and reporting for curriculum and instruction services as required by the Ohio Department of Education, the United States Department of Education, and the District.
13. *Coordinate budget preparation and implementation of textbooks, instructional materials, curriculum projects, intervention programs, and professional development programs.
14. Requisition all material, supplies, and equipment as needed to carry out program.
15. Monitor the implementation and assessment of District courses of study.
16. Oversee the planning and implementation of the District technology plan.
17. Promote and administer grant proposals and programs related to the instructional program, enrichment, and assist with CCIP grant application and reporting.
18. *Administer the selection and use of assessments and analysis of standardized and District assessment results for the purpose of making course and curriculum revisions.
19. Make recommendations to the Superintendent concerning major changes in programs and/or policies affecting the District's instructional program.
20. Meet the professional expectations of attendance, suitable attire and decorum, participation in school and District meetings/functions, and support of District initiatives.
21. Respond to specific requests from the Superintendent on matters affecting the instructional program and operations of the District.

Other Professional Expectations:

1. Serve as a role model for students and staff in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Instill in students the belief in and practice of ethical principles and democratic values.
3. Keep up-to-date and knowledgeable of educational issues and curriculum and instruction-related matters.
4. Perform other job functions as assigned.

Additional Working Conditions:

1. Occasional travel and/or evening/weekend work.
2. Occasional exposure to blood, bodily fluids, and tissue.
3. Occasional operation of a vehicle under inclement weather conditions.
4. Occasional interaction among unruly children.

The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District. In addition, the employee shall be free of any substance, prescribed or otherwise, that impairs the employee's work performance or the safety of others while on duty.