Job Title: DIRECTOR OF CURRICULUM, INSTRUCTION AND ASSESSMENT

Qualifications:
- A Master's Degree or higher from an accredited college or university with a major in curriculum
- NH certification as a Curriculum Administrator, or Assistant Superintendent or Superintendent; or proof of eligibility
- A combination of at least five (5) years of successful experience in teaching and/or school administration in a K-12 setting.
- Proven ability to maintain effective working relationships with others.
- Ability to communicate clearly & effectively, both orally & in writing
- Demonstrated proficiency with educational technology.
- Such alternatives to the above qualifications as the School Board may find appropriate and acceptable.

Reports to: Superintendent

Job Goal: To provide support to Superintendent and the Hinsdale School District in the areas of Curriculum, Instruction and Assessment, and Professional Development.

Type of Position: 260 days Wage: Contract

Hours per week: Exempt

Supervises:
- Director of Personalized Learning
- Director of Hinsdale Before/After School Program
- Administrative Assistant

Responsibilities:

District Curriculum, Instruction, Assessment:
- Oversee development and revisions of written curriculum, pre K-12
- Inform teachers of changes related to State Curriculum Frameworks, Competencies, Assessments, and Guidelines
- Supervise the administration and analysis of all state and local testing programs within the district
- Assist individual teachers in implementing best practices in planning and instruction
- Develop/coordinate the instructional program and support program for the district, including implementation of a consistent K-12 Professional Learning Community (PLC) and Response to Intervention (RtI) system.

District Professional Development and Personnel:
- Plan professional development opportunities for in-service days and other times throughout the year
- Oversee the development and yearly review of the Professional Development Master Plan according to State guidelines
• Serve as co-administrator of the district professional development website, Hinsdale PD, and train staff in its use
• Disseminate information on available workshops, classes, trainings, webinars both on and off site
• Participate in the interview and selection process of the instructional staff
• Oversee induction and mentoring program for new teachers, provide mentor support and training
• Provide assistance with alternative certification
• Act as evaluator/supervisor for teachers designated by building principals as outlined in negotiated teacher contract

District General:
• Responsible for the development and implementation of federal or state aid programs including but not limited to Title I, Title IIA, Title IVA, and Title VB (Rural Education Achievement Program)
• Research/write/coordinate competitive grants
• Develop/recommend a budget to include curriculum alignment purchases and other expenses related to curriculum and instruction
• Report on educational matters at School Board meetings and at other public meetings when requested by the Superintendent; monthly Board report required.
• Attend and actively participate in professional association meetings and conferences at the local, state and national levels.
• Keep the Superintendent fully informed of significant matters pertaining to curriculum, instruction, assessment, and professional development.
• Meet with the district administrative team
• Meet with building principals, other administrators and teachers as needed
• Anything else as directed by the superintendent
• Meet regularly with Director of Personalized Learning for support/supervision.
• Meet regularly with Director of HASP for support/supervision.

Other responsibilities specific related to Hinsdale Elementary School (This district position’s office will be located at the Hinsdale Elementary School.):
• Fill in when principal is absent
• Support principal as directed

EVALUATION: Performance of this job will be evaluated on a yearly basis by the Superintendent

PHYSICAL ACTIVITY REQUIREMENTS (Frequently, Occasionally, Rarely):

<table>
<thead>
<tr>
<th>PRIMARY PHYSICAL REQUIREMENTS</th>
<th>OTHER PHYSICAL CONSIDERATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lift up to 10 lbs: Frequently required</td>
<td>Twisting: Occasionally</td>
</tr>
<tr>
<td>Lift up to 25 lbs: Occasionally</td>
<td>Bending: Occasionally</td>
</tr>
<tr>
<td>Lift 26 to 50 lbs: Rarely</td>
<td>Crawling: Rarely</td>
</tr>
<tr>
<td>Lift over 50 lbs: Rarely</td>
<td>Squatting: Rarely</td>
</tr>
<tr>
<td>CARRY up to 10 lbs: Frequently required</td>
<td>Kneeling: Rarely</td>
</tr>
<tr>
<td>CARRY 11 to 25 lbs: Occasionally</td>
<td>Crouching: Rarely</td>
</tr>
<tr>
<td></td>
<td>Climbing: Rarely</td>
</tr>
</tbody>
</table>
CARRY 26 to 50 lbs: Rarely
CARRY over 50 lbs: Rarely
Balancing: Rarely

WORK SURFACES: (describe)
Composite desk
Carpet/tile floors
Computer keyboard/screen

REACH above shoulder height: Occasionally
REACH at should height: Frequently required
REACH below shoulder height: Frequently required
PUSH/PULL: Occasionally

DURING AN EIGHT HOUR DAY, EMPLOYEE IS REQUIRED TO:

<table>
<thead>
<tr>
<th>Consecutive hours</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sit: 2</td>
<td>5</td>
</tr>
<tr>
<td>Stand: 1</td>
<td>2</td>
</tr>
<tr>
<td>Walk: 1</td>
<td>1</td>
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</table>

HAND MANIPULATION

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<tbody>
<tr>
<td>Grasping:</td>
<td>Occasionally</td>
</tr>
<tr>
<td>Handing:</td>
<td>Frequently required</td>
</tr>
<tr>
<td>Torqueing:</td>
<td>Occasionally</td>
</tr>
<tr>
<td>Fingering:</td>
<td>Frequently required</td>
</tr>
</tbody>
</table>

Environment: Inside: 98% Outside: 2%

The physical demands of the duties described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COGNITIVE AND SENSORY REQUIREMENTS:

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<thead>
<tr>
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<tbody>
<tr>
<td>Talking:</td>
<td>Necessary for communicating with others.</td>
</tr>
<tr>
<td>Hearing:</td>
<td>Necessary for receiving information and instructions.</td>
</tr>
<tr>
<td>Sight:</td>
<td>Necessary to do job effectively and correctly.</td>
</tr>
<tr>
<td>Tasting &amp; Smelling:</td>
<td>Smelling required to detect noxious fumes and odors.</td>
</tr>
</tbody>
</table>

SUMMARY OF OCCUPATIONAL EXPOSURES:

Name/List:
Bacterial and viral infections carried by children
Cleaning products

I have reviewed this job description and am in acceptance of its parameters.

_________________________________________  Date _______________
Employee

_________________________________________  Date _______________
District Representative