

**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):**

**PRIMARY PHYSICAL REQUIREMENTS**

Lift up to 10 lbs: Frequently required  
 Lift up to 25 lbs: Occasionally  
 Lift 26 to 50 lbs: Rarely  
 Lift over 50 lbs: Rarely

CARRY up to 10 lbs: Frequently required  
 CARRY 11 to 25 lbs: Occasionally

**OTHER PHYSICAL CONSIDERATIONS**

Twisting: Occasionally  
 Bending: Occasionally  
 Crawling: Rarely  
 Squatting: Rarely  
 Kneeling: Rarely  
 Crouching: Rarely  
 Climbing: Rarely

CARRY 26 to 50 lbs: Rarely  
CARRY over 50 lbs: Rarely

Balancing: Rarely

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

**WORK SURFACES:** (describe)

Composite desk  
Carpet/tile floors  
Computer keyboard/screen

**DURING AN EIGHT HOUR DAY,  
EMPLOYEE IS REQUIRED TO:**

Consecutive hours	Total Hours
Sit: 2	5
Stand: 1	2
Walk: 1	1

**HAND MANIPULATION**

Grasping:	Occasionally
Handing:	Frequently required
Torqueing:	Occasionally
Fingering:	Frequently required

**Environment: Inside: 98% Outside: 2%**

Short Description: (Example: Work is performed inside and out of doors in an environment which includes exposure to physical elements or a number of disagreeable working conditions.)

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:**

Talking:	Necessary for communicating with others.
Hearing:	Necessary for receiving information and instructions.
Sight:	Necessary to do job effectively and correctly.
Tasting & Smelling:	Smelling required to detect noxious fumes and odors.

**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.

\_\_\_\_\_  
Employee

Date \_\_\_\_\_

\_\_\_\_\_  
District Representative

Date \_\_\_\_\_