

Job Title: Director of Curriculum, Instruction, and Assessment - 60%

Qualifications: A Master's degree in education or higher with five (5) or more years of curriculum experience preferred. NH certification or certifiable as Curriculum Administrator.

Reports to: Superintendent or designee

Job Goal: Provides school and district leadership and guidance in the areas of curriculum, instruction, and assessment.

Type of position: Three (3) days per week (0.6 FTE); 11-month position

Responsibilities:

- Oversee program review process.
- Provide direction for district instructional activities and support programs for the district.
- Guide and assist in the analysis of State and local testing data for the district.
- Inform teachers of changes related to State curriculum Frameworks, Competencies, assessments, and guidelines.
- Identify gaps between current and desired instructional programs and make recommendations for improvements.
- Provide recommendations to the administration to enhance curriculum articulation and academic rigor.
- Support and assist individual teachers with the implementation of best practices in curriculum, instruction, and assessment.
- Lead the development/revision of the district's Professional Development Master Plan.
- Provide ongoing support of the Title II and IV programs and associated staff.
- Provide coaching to ESL staff on instructional and remediation strategies.
- Provide guidance and support for implementing Multi-tiered Systems of Support (MTSS).
- Manage Title IIA and Title IV grants.
- Coordinates and completes the General Assurances, Program Assurances, and Consolidated Application for federal grant programs.
- Assist in planning New Teacher Orientation.
- Oversee the teacher mentor program.
- Assist staff with Certification and Alt Plans.
- Recommend/develop a budget that includes curriculum alignment purchases and other expenses related to curriculum and instruction.
- Other duties as assigned by the Superintendent.

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

PHYSICAL ACTIVITY REQUIREMENTS (Frequently, Occasionally, Rarely):

PRIMARY PHYSICAL REQUIREMENTS

OTHER PHYSICAL CONSIDERATIONS

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

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

CARRY up to 10 lbs.: Frequently required
CARRY 11 to 25 lbs.: Occasionally
CARRY 26 to 50 lbs.: Rarely
CARRY over 50 lbs.: Rarely.

WORK SURFACES: (describe)

REACH above shoulder height: Occasionally
REACH at shoulder height: Frequently required
REACH below shoulder height: Frequently required

Composite desk
Carpet/tile floors
Computer keyboard/screen.

PUSH/PULL: Occasionally

DURING AN EIGHT HOUR DAY,
EMPLOYEE IS REQUIRED TO:

HAND MANIPULATION

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

Grasping:	Occasionally
Handing:	Frequently required
Torquing:	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:

Bacterial and viral infections carried by children.

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

Date _____

Employee

Date _____

Administrative designee