

LAFOURCHE PARISH SCHOOL BOARD

Title: Curriculum Director

Qualifications: Type A or B / Level 2 or 3 Teaching Certificate
Certification-Supervisor of Instruction or Educational Leader
or Letter of Eligibility for Educational Leader Certification
Five years of teaching experience
Master's Degree
Additional criteria as the board may require
Minimum requirements as stated in SDE Bulletin 746 (as revised)
Qualifications should not be established for the individual, but rather
for the position.

Reports To: Superintendent

Supervises: Curriculum Supervisor/School administrators and school personnel

FLSA Status: Exempt

Salary Range: See Lafourche Parish School Board Salary Schedule

Performance Responsibilities:

The Curriculum Director shall, in the area of

DOMAIN I: CURRICULUM AND INSTRUCTION

The Curriculum Director

1. reviews periodically the parish philosophy, goals, and objectives and makes recommendations to keep them updated and relevant;
2. coordinates, and monitors an effective curriculum and program of instruction in all schools;
3. provides leadership to school personnel to effect horizontal and vertical continuity throughout the parish;
4. collaborates with other supervisors to assure continuity across all grade levels;
5. provides leadership in curriculum development, refinement and implementation;
6. provides leadership in the implementation of content standards, effective assessment, and evaluation;

7. fosters the integration of students into mainstream society while valuing diversity;
8. identifies at the school level instructional approaches to address the academic needs of all students;

DOMAIN II: EVALUATION

The Curriculum Director

1. collects and uses student achievement and progression data to improve and revise instructional programs;
2. conducts informal and formal observations of teachers, upon request, and provides information to principals for use in improving teacher performance;
3. conducts informal and formal observations of principals for use in improving school performance.

DOMAIN III: ADMINISTRATION

The Curriculum Director

1. assists schools in the development, implementation, and evaluation of school improvement plans;
2. assists principals in problem solving within their school community;
3. prepares required budgets and reports;
4. prepares and submits appropriate documentation relative to the instructional program in accordance with local, state, and federal guidelines;
5. secures and distributes instructional resources such as content standards, sample textbooks, video, etc.;
6. performs such tasks and duties as assigned by the superintendent

DOMAIN IV: STAFF DEVELOPMENT

The Curriculum Director

1. plans for and assists appropriate supervisor(s) with staff development activities for school personnel;
2. disseminates information about current trends, research, and practices to school and parish personnel.

DOMAIN V: PROFESSIONAL DEVELOPMENT AND ETHICS

The Curriculum Director

1. exhibits a caring, positive attitude towards others;
2. refrains from revealing confidential information;
3. observes professional ethics;
4. works and cooperates with the entire staff;
5. seeks, shares, and respects ideas of others;
6. participates in professional growth activities, such as participation in seminars, conferences, workshops, for improvement of knowledge and skills; and

7. participates in professional activities on a local, state and national level in assigned areas.

DOMAIN VI: SCHOOL AND COMMUNITY RELATIONS

The Curriculum Director

1. communicates the program of instruction to school personnel and community;
2. maintains effective liaison with the State Department of Education and other school districts in order to keep abreast of new developments in education; and
3. adheres to Board policies and administrative rules and regulations.

DOMAIN VII: PROFESSIONALISM

- 1. The Curriculum Director grows and develops through professional development as assigned and voluntarily to improve leadership, teaching, and learning.**
 - Attends and constructively participates in meetings and professional development activities.
 - Uses active listening skills.
 - Accepts and recognizes the value of the contribution of others.
- 2. The Curriculum Director shows professionalism in attitude and conduct**
 - Develops leadership and responsibility in colleagues and students.
 - Demonstrates skills to receive and give constructive feedback.
 - Identifies problems and issues and works collaboratively to contribute ideas and find solutions.
 - Maintains communication with immediate supervisor, keeping him/her informed of problems, concerns, and significant developments.
 - Uses verbal and non-verbal communication in a respectful manner.
 - Writes and speaks clearly and concisely for understanding.
 - Develops and maintains a safe and caring environment for faculty, staff, and students.
 - Represents the schools and district in a positive manner.
 - Adheres to Lafourche Parish School Board employee dress code.
 - Treats all stakeholders in a respectful and helpful manner.
 - Cooperates with district administration in the performance of additional duties.
 - Cooperates with building and district staff in planning and evaluation.
 - Completes tasks, reports, and documents accurately according to specified timelines and expectations.
 - Minimizes bias in self and others and accepts responsibility for his/her own actions.
 - Adheres to Board policies and procedures and administrative rules, guidelines, and regulations.
 - Adheres to district guidelines relative to attendance. Regularly reports to work on time and works additional hours when deemed necessary.
 - Adheres to ethical, legal and professional standards.

- Applies laws, policies, regulations, and procedures fairly, consistently, wisely, and compassionately.
- Follows directives as assigned by supervisor.
- Refrains from revealing confidential information.
- Uses proper administrative procedures for making requests and resolving conflicts.

****The above domain denotes non-instructional indicators. Deficiencies in these areas shall not be subject to a plan of intensive assistance.**

METHOD OF EVALUATION

The combination of the applicable measure of growth in student learning and the qualitative assessment of performance competencies and standards shall result in a composite score used to distinguish levels of overall effectiveness.

OTHER DUTIES AND RESPONSIBILITIES

Other duties may be assigned

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

While performing the duties of this job, the employee is frequently required to stand, walk, speak, hear and sometimes sit. Occasionally the employee will bend or twist at the neck more than the average person. While performing the duties of this job, the employee may occasionally push or lift up to 50 lbs such as boxes of books and AV carts.

Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus.

WORK ENVIRONMENT: *The work environment described here is representative of which an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job the employee is frequently exposed to a noise level in the work environment which is moderate to loud.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

My signature indicates that I have been informed that the evaluation of my job performance is controlled by the Lafourche Parish Personnel Evaluation Plan and that an electronic copy has been made available for my signature.

