

DeKalb County School District

Position Specification

Title: Director, Curriculum & Instruction

DIVISION: Curriculum & Instruction

GRADE: 132

DEPARTMENT: Curriculum & Instruction

WORK DAYS: 246

REPORTS TO: Ex. Director, Curriculum and Instruction

FLSA STATUS: Exempt

RETIREMENT: Teachers Retirement System

APPROVED (HCM): October 1, 2019

General Statement of Job

Under limited supervision, directs, develops, coordinates, implements and monitors programs, policies and procedures relative to preK-12 curricula in the DeKalb County School District (DCSD).

Specific Duties and Responsibilities

Essential Functions:

The following duties are representative for this position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Tasks and responsibilities will be in concurrence with implementing the Strategic Plan. Other duties may be required and assigned.

<ul style="list-style-type: none">• Develops and monitors programs and procedures to improve implementation of preK-12 core curricula; develops and evaluates current programs for effectiveness and compliance with applicable laws, regulations, policies and mandates.
<ul style="list-style-type: none">• Conducts an analysis of instructional programs and materials for core and electives including unique instructional programs (International Baccalaureate, Advanced Placement, Montessori, Gifted, Dual Language Immersion, and Pre-K).
<ul style="list-style-type: none">• Obtains and utilizes evaluative findings (including student achievement data) to examine curriculum and instructional program effectiveness.
<ul style="list-style-type: none">• Facilitates curricula writing and revision process.
<ul style="list-style-type: none">• Coordinates with district personnel and external agencies in planning professional learning activities.
<ul style="list-style-type: none">• Coordinates planning, implementation, and evaluation of professional learning activities.
<ul style="list-style-type: none">• Assists with development of annual budgets; monitors local spending; reviews and approves requisitions; reports expenditures.
<ul style="list-style-type: none">• Assists with the and procurement of instructional resources and supplemental materials.
<ul style="list-style-type: none">• Directs, organizes, implements and administers special projects as directed.
<ul style="list-style-type: none">• Collaborates with other administrators within and external to the school district relative to effective educational practices.
<ul style="list-style-type: none">• Facilitates districtwide implementation and monitoring of summer professional learning programs for district and school-based staff.

<ul style="list-style-type: none"> • Works to resolve instructional issues and conducts appropriate briefings.
<ul style="list-style-type: none"> • Serves as school district’s representative for core instructional programs at local, state and federal meetings and conferences.
<ul style="list-style-type: none"> • Ensure the use of technology in the teaching and learning process along with professional learning experiences.
<ul style="list-style-type: none"> • Prepares reports related to the department’s goals and objectives specific to the District’s Strategic Plan.
<ul style="list-style-type: none"> • Attends and conducts training relative to federal and state requirements; Georgia Standards of Excellence, national standards, and international standards; and curricula initiatives.
<ul style="list-style-type: none"> • Develops and interprets data and reports to help strategically guide current and future decisions.
<ul style="list-style-type: none"> • Performs other duties as assigned.

Education and/or Experience:

Master’s Degree in Education, Education Administration, Curriculum Development or closely related area from a Professional Standards Commission approved accredited college or university is required.

Minimum of five (5) years previous experience with demonstrated successful advancement through the teaching and/or school or district-level administrative hierarchy required.

Certificates, Licenses, Permits: A valid Georgia Professional Standards Commission approved certificate in educational leadership at level L-5, NL-5, PL-6 or above required. If a level L-5, NL-5, PL-6 or above certificate is not held, the individual must be eligible for the NPL certificate in educational leadership.

Knowledge, Skills & Abilities:

May require:

Knowledge of organizational and department planning and operational procedures; the organization of specific assigned area; budgeting and spending, labor issues and efficiencies; DCSD policies and procedures; all relevant available public and private resources and services; curriculum guidelines for the school district and state requirements; standardized testing in accordance with school district policies and state laws; school district policies, programs and procedures pertinent to learning disabilities, child and substance abuse, and social adjustment

Skill in coordinating and collaborating with federal, state, regional and local organizations and departments to establish and execute responsibilities; administration and management skills gained through increasingly responsible management positions; recruiting, training and motivating employees; and effective oral, written, and interpersonal communication

Ability to direct and administer the programs and services of a non-profit educational and/or service organization; establish objectives and procedures governing the performance of assigned activities among employees; develop and understand financial and/or operating reports; maintain confidential

information; plan and develop course of study suitable for specific grade levels; develop lesson plans incorporating lectures, projects, group discussions, exhibits, field trips, audiovisual and library resources, computers and the internet; use relevant computer applications; prioritize assignments; and manage multiple tasks simultaneously

ADA Requirements:

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Fingering: Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.

Talking: Expressing or exchanging ideas by means of the spoken word. Those activities in which one must convey detailed or important spoken instructions to others accurately, loudly, or quickly.

Hearing: Ability to receive detailed information through oral communication, and to make fine discrimination in sounds, such as when making fine adjustments on machined parts with or without correction.

Repetitive Motions: Substantial movements (motions) of the wrists, hands, and/or fingers.

Performance Factors:

Interaction with Others: Ability to maintain, on a regular and consistent basis, relationships that are not characterized by high levels of hostility, social withdrawal or failure to communicate. Ability to be flexible relative to daily routines. Ability to demonstrate sensitivity to the differences among diverse populations.

Concentration: Ability to maintain workflow and thought processes in the presence of frequent distractions. Ability to ignore irrelevant sights or sounds and intrusive thoughts or stimuli. Ability to manage multiple tasks simultaneously with only few or no errors.

Stressful Circumstances: Ability to produce quality work when short or unexpected deadlines are presented. Ability to adjust work processes without incident when new and unexpected directions are given relative to a project that may be in process. Ability to maintain composure and not compound a situation when interacting with persons who may be angry, demanding or otherwise less than polite.

Independent Judgment: Ability to complete work tasks without being given precise directions relative to work steps or the final project.

Organizational Skills: Ability to establish priorities; simultaneously manage multiple tasks; and deliver a quality work product by a designated deadline.

Decision Making: Ability to make appropriate business decisions.

Attention to Detail: Ability to recognize errors or layout features that detract from the physical attractiveness or accuracy of a work product.

Public Contact: Ability to communicate professionally and effectively, both verbally and in writing, with superiors, colleagues, and other individuals within and external to the school system. Ability to demonstrate professionalism while interacting with others and to maintain constructive working relationships.