

## JOB DESCRIPTION

TITLE: CURRICULUM DIRECTOR

QUALIFICATIONS: South Dakota Administrative Certificate

REPORTS TO: Superintendent of Schools

SUPERVISES:

1. Classroom teachers and other staff K-12.
2. Works cooperatively with the Assistant Curriculum Director.
3. Works cooperatively with the building principals as their work relates to the responsibilities of the director's position.

### Performance Responsibilities

1. Develop and coordinate the curriculum of the school system.
2. Organize and lead curriculum planning and evaluation groups in assessing local practices, and planning needed program modifications.
3. Interpret the vertical and horizontal aspects of the curriculum and the articulation of curriculum areas.
4. Develop curriculum guides and other materials to document and help evaluate present and future Brandon Valley instruction.
5. Carry on a continuing evaluation of the curriculum and instructional practices.
6. Coordinate state and district testing programs with state content standards.
7. Plan and conduct programs of in-service education and other means of professional growth for staff members.
8. Visit the schools of the district to be aware of current needs and practices.
9. Keep informed about new developments and experiments in education and keeps the Superintendent and other administrators informed of such items.
10. Perform other duties as assigned by the Superintendent.

TERMS OF EMPLOYMENT: Contract. Salary and work year to be established by the Board of Education.

EVALUATION: Performance of this job will be evaluated in accordance with provision of the Board's policy on Administrator Evaluation (AFB-EE)

(Adoption Date: June 10, 1985)

(Revision Date: February 28, 2005)

(Review date: January 26, 2009)