

HALIFAX AREA SCHOOL DISTRICT
DIRECTOR OF CURRICULUM, INSTRUCTION, AND ASSESSMENT

ORGANIZATION: The Director of Curriculum, Instruction, and Assessment reports to the Superintendent of Schools and assists in the overall management of district wide academic and instructional technology initiatives. The position collaborates with the Superintendent to provide leadership for the development, implementation, and coordination of the district's educational program.

QUALIFICATIONS:

-Possess a Master's Degree in Education and valid certification and experience as an educator, counselor, and/or principal.

ESSENTIAL SKILLS:

-Language: Able to read, analyze, and interpret common scientific and technical journals, financial reports and legal documents. Able to write effectively, conforming to a prescribed style and format. Able to effectively convey information to administrators, teachers, board members, parents, and community members.

-Mathematics: Able to work with a variety of mathematical concepts including probability and statistics, fractions, percentages, ratios and proportions.

-Technology: Able to use a variety of technologies to communicate, collaborate conduct research.

-Reasoning Ability: Able to define problems, collect data, establish facts and draw valid conclusions. Able to apply current research and theory in a specific field.

-Employability Skills: Able to establish and maintain effective working relationships with students, staff, administrators, board members, and the community.

-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 the 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 sit, stand, walk, talk, or hear. Specific vision abilities required to do this job include close and distance vision. Frequent driving is required. Occasionally, yet essential to this position, the individual must meet deadlines with aggressive time constraints, interacting with the public and other employees. On occasion, the position requires the employee to work irregular and extended hours, and multi-task several projects.

SCOPE OF RESPONSIBILITIES:

- Implement and coordinate staff development programs as approved by the Superintendent.
- Provide leadership for the preparation of the staff development budget.
- Conduct teacher observations as directed by the Superintendent.
- Provide for the implementation of curriculum and instructional programs as authorized by the board of school directors.
- Coordinate Summer School and other extended year programs funded by the district.
- Chair and coordinate all district task forces for curriculum, instruction, and assessment.
- Coordinate the district's New Teacher Induction Plan.
- Administer federal programs and grant opportunities as assigned by the Superintendent.
- Provide leadership to the district's guidance counselors in promoting college and career readiness for students.
- Coordinate a review of all academic programs by providing for a systematic revision of curriculum, instructional materials and textbooks.
- Use best practices and relevant research to model and encourage academic rigor by teachers and principals.
- Supervise the district's Technology Integration Specialist; provide leadership for the district's instructional technology initiatives.
- Represent the district at appropriate local and state level curriculum and instructional technology meetings.
- Advocate for student centered educational programs that stress basic academic skills, career preparation, and knowledge to function effectively in a global society.
- Collaborate with principals and teachers to organize grade level teams to ensure horizontal and vertical continuity of the district's instructional program.
- Coordinate the district's local and state assessment program.
- Fulfill other duties as assigned by the Superintendent.