

**POSITION TITLE:** Director of Curriculum, Instruction, and Assessment

**REPORTS TO:** Assistant Superintendent of Curriculum and Instruction

**FLSA:** Exempt

**CONTRACT DAYS:** Days and benefits will be specified in the employee contract. Contract will be prorated based on the actual start date.

## **QUALIFICATIONS**

- Meet Arkansas Teaching/Administrative Licensure requirements
- Effective leadership skills and experiences
- Proven background in curriculum, instruction, assessment, and professional development
- Master's Degree in administration or a related field, doctorate preferred.
- Relevant experience as a classroom teacher
- Minimum 5 years' experience as a building or district administrator
- Strong background in curriculum management, and experience implementing these practices, to include design, delivery, monitoring, assessment and professional development.
- Excellent leadership, communication, and collaboration skills.

## **DISTRICT VALUES**

- We will always put student needs first.
- We believe relationships matter.
- We expect accountability.
- We operate with transparency.
- We prioritize student and staff safety.

## **ESSENTIAL JOB FUNCTIONS**

- Provide leadership for the integration and implementation of:
  - Curriculum Management
  - Instruction Support
  - Assessment: District, State, National
  - Professional Development
  - EL, Migrant, Indian Education Services
  - GATE Services
  - Intervention/Dyslexia Services
  - 504 Services
  - School Improvement Plans
  - ESSA Accountability Reporting
- Develop and implement strategic plans and initiatives to improve student achievement and accountability throughout the organization.
- Collaborate with school administrators, teachers, and relevant stakeholders to align goals with educational priorities.
- Utilize data analytics to assess student performance, identify trends, and inform decision-making processes.
- Implement systems for collecting, analyzing, and reporting on student achievement data.

- Ensures the alignment of curriculum with educational standards and learning objectives.
- Monitor and evaluate the effectiveness of instructional materials and resources.
- Implement accountability measures to ensure adherence to educational standards and policies.
- Work with administrators and educators to establish benchmarks for student achievement and monitor progress.
- Develop and manage budgets related to student achievement and accountability initiatives.
- Identify and secure funding opportunities to support educational programs.
- Ensure compliance with local, state, and federal regulations related to student achievement and accountability.
- Stay informed about changes in educational policies and standards.
- Maintain confidentiality.
- Remain current on instructional practices in education
- Maintains prompt and regular attendance and demonstrates the ability to maintain positive professional working relationships with others.
- Evaluates and supervises departmental staff.
- Maintain emotional control under stress.
- Serve on committees as assigned.
- Perform other duties as assigned.

#### **OTHER JOB FUNCTIONS**

- Must have the ability to lift at least 40 pounds occasionally.
- Ability to endure prolonged standing, walking, sitting, kneeling, occasional reaching above the head or the shoulders, bending, squatting.

*These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*