

Browning Public Schools
JOB DESCRIPTION
Effective: February 11, 2020

Director of Curriculum and Assessment

Summary of Functions

Provides leadership and direction in the design and development of the school district's written curriculum. Works directly with the districts standards based education committee, instructional coaches and campus administrators on matters related to the design, development and implementation of the districts written curriculum.

Essential Duties and Responsibilities

A. General Areas

- 1) Supervision - Plans, assigns and inspects work of team leaders, standards based education committee members, instructional coaches and teachers in the area of curriculum design and development. Supervises the training and professional development, and evaluates those involved in curriculum development. Supervises and supports the IEFA/NAS BLKfoot Language Coordinator, the FIT Coordinator, and the Student Data Management Clerk.
- 2) Cooperation – Works effectively as a member of the district administrative team in carrying out district-wide responsibilities. Assists in the establishment and accomplishment of district-wide goals, objectives and related responsibilities. Provides opportunities for staff to express ideas and concerns about programs and the materials available for use. Creates and maintains correlate teams and related school improvement processes.
- 3) Reports – Oversees timely preparation of reports, records, lists and all other paperwork required or appropriate to the area of curriculum development. Assists with the preparation of accreditation reports including the TEAMS/TOES reports.
- 4) Meetings – Participates in a variety of regularly scheduled and impromptu meetings related to curriculum design and development. Participates in a variety of meetings including labor relations and negotiations. Attends all regular meetings of the Board of Trustees.
- 5) Training – Attends such conventions and conferences as are necessary to keep abreast of latest educational trends.
- 6) Students – In conjunction with campus administrators, maintains increased student achievement as primary goal and accepts responsibilities and accountability accordingly.
- 7) Other – Performs such other functions and assumes such other responsibilities as the superintendent may from time to time assign or delegate.

A. Special Areas

- 1) Curriculum – For assigned schools and in conjunction with principals and teachers, plans, develops and implements curricula. Works with staff in establishing procedures for curriculum review and revision in order to maintain a viable substantial written curriculum. Directs the curriculum development to process to ensure the alignment of the written, taught and tested curriculum.
- 2) Technology – Works with the instructional technology department to maintain access to the district's written curriculum via the district's website.

- 3) Professional Development – Planning, developing and implementing professional development to support the design and delivery of the written curriculum.
- 4) School Improvement – Manages and administers all aspects of school improvement including the continuous improvement cycle at both the district and campus levels. Works collaboratively with district committees, school leadership teams, instructional coaches, and outside consultants.
- 5) Assessment Coordinator for the district. - Manages and facilitates administration of all District Assessments and coordinates with individual buildings local assessments.

Organizational Relationships

Supervised by and reports to the Superintendent.

Qualifications

Education/Experience – Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. However, applicants must meet the following minimum qualifications:

- Master's degree in school administration or the equivalent
- Montana administrative class three (3) certificate
- Technology skills, especially with desktop computers preferably in Word and Excel
- Experience with curriculum development, standards, and assessment
- Knowledge of best instructional practice in helping all students achieve high standards
- Proven ability to develop a positive rapport with all students
- Ability to relate positively to school and community constituencies including under-served and/or diverse groups
- Ability to provide teaching staff with ongoing training in curriculum development
- Ability to effectively supervise instructional and support staff
- Ability to motivate staff to maintain the highest standards of performance for themselves and students
- Ability to co-chair District-wide Curriculum Council in carrying out related strategic goals
- Excellent work habits

Desirable Qualifications –The ideal candidate would be a dynamic knowledgeable educator with extensive personnel and administrative experience.

Work Environment – The work environment characteristics described here are representative of those 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.

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