

**CLASSIFICATION DESCRIPTION
DIRECTOR OF CURRICULUM & INSTRUCTION**

<u>TITLE OF IMMEDIATE SUPERVISOR:</u> Superintendent	<u>DEPARTMENT:</u> Curriculum & Instruction	<u>FLSA STATUS:</u> Exempt
<u>ACCOUNTABLE FOR (Job Titles):</u> Curriculum Coaches, Education Equity Coordinator, ELL Program Staff, Families in Transition Coordinator, Gifted & Talented Teachers, Homebound/Online Learning Coordination, Homeschool Coordination, Indian Education Coordinator, Innovation Coordinator, Instructional Coaches, Non-Public Counselors, Peer Mentors, Staff Development Coordinator, Technology Manager		<u>PAY GRADE ASSIGNMENT:</u> Education Directors Association, Annual Salary Schedule

GENERAL SUMMARY OR PURPOSE OF JOB:
Duluth Public Schools, a culturally diverse school district with over 8,500 students, seeking a strong educational leader to provide coordination for the planning, implementation & evaluation of the District's K-12 curriculum, program of staff development & continuous improvement process. The Director of Curriculum & Instruction directs processes & coordinates for the planning, implementation & evaluation of the School District's K-12 curriculum, intervention & staff development programs.

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)
1.	Leads & supervises the development & implementation of District curriculum to include common assessment, instructional materials adoption, instructional strategies & policies in compliance with state legislation.
2.	Interprets & enforces District policies & procedures in curriculum, instruction & staff development.
3.	Coordinates with the Director of Assessment, Evaluation & Performance on the administration of local, state & federal assessments including the interpretation of results for use in program & student academic improvement.
4.	Leads, participates in & implements the curriculum review process. Develops, implements & assesses all curriculum programs, including vocational programs, consistent with local, state & federal requirements. Works with curriculum coaches, instructional coaches & principals to assure curricular alignment across the District.
5.	Uses student achievement data to implement changes in the curriculum. Works with curriculum coaches, instructional coaches & principals to implement high quality instructional practices across the District. Directs the work of the technology department, aligning their outcomes with the needs of the District.
6.	Leads & provides supervision to District curriculum coaches.
7.	Works with the Early Childhood programs & facilitates the learning services departments as they relate to curricular alignment needs & District goals.
8.	Oversees the Office of Education Equity Advisory Committee along with the Indian Education Department to implement programs consistent with their missions. Involves those leaders in the development & implementation of curriculum & their work with principals.
9.	Provides direction for the use & distribution of Title I, Title II & Title VI funds regarding decisions about funding allocations & priorities.
10.	Leads & coordinates state/federal programs & grants.
11.	Supervises & monitors the homeschool program.

CLASSIFICATION DESCRIPTION
DIRECTOR OF CURRICULUM & INSTRUCTION

12.	Leads & facilitates the committee responsible for the organization & professional development of District staff including, but not limited to, teacher development, instructional leaders, content coaches & support staff.
13.	Leads, organizes, & facilitates district-wide staff development aligned to the District-Wide Continuous Improvement Plan (DWCIP) & delivered with an intercultural lens.
14.	Supervises the administration of special programming related to curriculum & federal programs. Such programming could include Destination Imagination, Forestry Field Day, extended field trips, etc.
15.	Performs additional necessary duties related to previous essential duties such as managing personnel, development of grants, attendance at Superintendent’s Cabinet meetings.

OPTIMAL QUALIFICATIONS: (necessary qualifications to gain entry into the job not preferred or desirable qualifications)

- Applicants must hold a Minnesota Department of Education (MDE) teaching license, Administrative K-12 license & have five (5) years of experience teaching & five (5) years administrative experience in a school setting. MDE Curriculum plus five (5) years teaching experience.
- Excellent written & verbal communication skills
- Ability to effectively facilitate a diverse staff
- Culturally responsive philosophy
- Skillful resource management
- Problem solver

CERTIFICATION OR LICENSING REQUIREMENTS: (prior to job entry)

Applicants must hold a Minnesota teaching license, Administrative K-12 license & have five (5) years of experience teaching & five (5) years administrative experience in a school setting.

KNOWLEDGE REQUIREMENTS: (Requires knowledge of)

- Curriculum development, implementation & assessment
- Legislation & requirements for Minnesota Education Standards & Benchmarks & World’s Best Workforce
- Multi-tiered System of Intervention (RTI) & data driven instruction
- State assessments, types & uses of local assessments
- Comprehensive knowledge of educational & social research
- General understanding of school law
- School & program funding
- Title I & other federal programs
- Ability to develop effective & positive working relationships with students, administrators, parents & community members.
- Maintain professional composure while dealing with a variety of personalities & situations.
- Demonstrated organizational & management abilities.
- Show initiative and function as a self-starter.
- Excellent written & verbal communication skills & interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc., sufficient to exchange or convey information & to receive work direction.

SKILLS REQUIREMENTS – TRAINING & EXPERIENCE: (Skilled in)

- Demonstrated successful experiences as a building level or district level leader
- Demonstrated strong academic & professional experience in curriculum development
- Demonstrated success in supporting innovation & innovative thinking
- Demonstrated effectiveness in supporting classroom academic interventions
- Demonstrated success in working well under pressure
- Master’s degree is preferred

CLASSIFICATION DESCRIPTION
DIRECTOR OF CURRICULUM & INSTRUCTION

PHYSICAL REQUIREMENTS: (indicate according to the requirements of the essential duties/responsibilities)

Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		√		
Walk		√		
Sit				√
Use hands dexterously (use fingers to handle, feel)			√	
Reach with hands and arms		√		
Climb or balance	√			
Stoop/kneel/crouch or crawl	√			
Talk and hear				√
Taste and smell	√			
Lift & Carry: Up to 10 lbs.		√		
Up to 25 lbs.	√			
Up to 50 lbs.	√			
Up to 100 lbs.	√			
More than 100 lbs.	√			

GENERAL ENVIRONMENTAL CONDITIONS:

Work is performed under normal office conditions & there are minimal environmental risks or disagreeable conditions associated with the work.

GENERAL PHYSICAL CONDITIONS:

Work can be generally characterized as:

Sedentary Work: Exerting up to ten (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.

Vision Requirements: (Check box if relevant)	YES	NO
No special vision requirements	√	
Close Vision (20 in. of less)		
Distance Vision (20 ft. of more)		
Color Vision		
Depth Perception		
Peripheral Vision		