
Position Title: Curriculum Director
Qualifications: DPI Licensed Curriculum Director's license and ability to teach staff
Department: West Salem School District Office
Reports To: Superintendent
Approved By: Board of Education Date: February 26, 2007
Revised: April 27, 2009

I. Summary:

To assume, in cooperation with the administrative team, the responsibility for planning, organizing, articulating and evaluating the West Salem School District K-12 curricular and instructional program with a focus on the integration of technology, standards based curriculum, ongoing assessments, and the differentiation of curriculum, while providing leadership to the building instructional coaches and instructing the staff with sustained, research based, staff development to focus on the promotion of success for each student.

II. Essential Duties and Responsibilities:

- A. Provide leadership to the building level instructional coaches and curriculum teams in conjunction with the administrative team members in the development of district curriculum aligned to content standards and benchmarks.
- B. Serves as the leader of the instructional coaches and representative to this department on the administrative team to analyze new course offerings, curriculum, staff development and textbook adoptions.
- C. Provide leadership in the implementation of the district student assessment system, serve as the District Assessment Coordinator and report to the administrative team, staff, parents and school board on an ongoing basis regarding the progress of each student.
- D. Collaborate with the administrative team and staff in the development, implementation, evaluation and reporting of annual school educational goals.
- E. Develop and/or implement a staff development aligned to the district and building educational goals.
- F. Research and author district level grants to enhance the curriculum, instruction and or assessment practices of the district.
- G. Attend appropriate workshops and conferences to remain current in the field of curriculum, instruction, assessment and technology integration.
- H. Coordinate the work of the district curriculum teams.
- I. Help interpret test results and other student achievement and perceptions data.
- J. Perform all such other duties as assigned by the district administrator.
- K. Be knowledgeable of and follow all district policies.
- L. Coordinate the district Professional Development Academy and data retreats.

III. Supervisory Responsibilities:

None.

IV. Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

- A. Education and/or Experience
Demonstrated leadership in curriculum development, standards and assessments, differentiation of instruction and technology integration. Masters degree preferred, with a minimum of five (5) years of successful teaching experience, experienced staff developer, current knowledge of assessments practices, standards and benchmarks and ability to link achievement results to program enhancement and curriculum differentiation.
- B. Certificates, Licenses, Registrations:
Hold current Wisconsin DPI licenses in teaching in core content areas and Curriculum Director. Maintain updated First Aid, CPR and AED certification and hold a current driver's license.
- C. Language Skills: A very high level of skills required
Ability to read, analyze and interpret educational research and professional journals. Ability to take meeting notes, writes drafts of meeting minutes, edit reports, and complete business correspondence. Ability to effectively respond to requests and questions from groups of staff, school board members, and the general public. Ability to make oral presentations to groups of staff, students, parents and or community members.
- D. Mathematical Skills:
Ability to read, interpret and develop electronically charts, graphs and spreadsheets.
- E. Reasoning Ability:
 1. Ability to define problems, collect data, establish facts and draw valid conclusions, while leading a group of problems solvers.
 2. Ability to interpret an extensive variety of technical instruction and manipulate abstract and concrete variables.
- F. Technology Skills:
 1. Demonstrate the ability to use appropriate technology to retrieve, develop, process, store and present data.
 2. Demonstrate appropriate software skill levels to allow for word processing, spreadsheet development, construct PowerPoint presentations and telecommunication skills.
- G. Other Skills and Abilities
Ability to problem solve and work collegially with co-workers, students, the general public, all staff members and supervisors and independently when appropriate.
- H. Physical Demands:
 1. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
 2. While performing the duties of this job, the employee is regularly required to stand, walk, sit, talk or hear. The employee is occasionally required to reach with hands and arms, stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.

3. Ability to maintain a high degree of confidentiality within and outside the school district and work collegially with all staff members.

- I. Work Environment:

The work environment is primarily in a K-12 classroom environment, which typically includes moderate noise from students and computers and other technology. Work is occasionally performed outdoors in a variety of weather conditions as well as characteristics described here are representative of those an employee encounter 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 the duties performed for this position. The individual currently holding this position performs additional duties and additional duties may be assigned.