

**ST. MARY'S COUNTY PUBLIC SCHOOLS
SUPERVISORS AND ADMINISTRATORS POSITION DESCRIPTION**

DIRECTOR OF CURRICULUM AND INSTRUCTION (DIRECTOR LEVEL II)

POSITION: Director of Curriculum and Instruction (Director Level II)

REPORTS TO: Deputy Superintendent

LOCATION: Division of Instruction

NATURE OF WORK:

The Director of Curriculum and Instruction will conduct advanced professional and administrative work with responsibility for developing a high quality educational program in the St. Mary's County Public School System. The Director will provide leadership and vision in the ongoing planning, implementation, development, direction, review and evaluation of the district's curriculum and instructional services, while coordinating with Special Education, Student Services, Instructional Technology, and Strategic Planning. The Director ensures that the district/school's education objectives are aligned to state frameworks and to instructional practices that yield the highest standards of student achievement and instructional excellence. The work includes supervising professional and clerical support staff. The Director of Curriculum and Instruction reports to the Deputy Superintendent and is a member of the Division of Instruction.

ESSENTIAL FUNCTIONS:

- Implements the Maryland Career and College Readiness Standards through the development of curriculum maps and instructional resources.
- Coordinates the supervisors' observations of teachers, both formally and informally, using the Teacher Performance Assessment System, or other performance assessment systems as appropriate.
- Oversees the development of local pre-assessments, quarterly assessments, and end-of-course assessments in collaboration with the Assessment and Accountability Officer and Supervisor of Assessments.
- Coordinates ongoing professional development opportunities for administrative, certificated, and support staff.
- Coordinates the textbook adoption and accountability process for the school system.
- Supports the development of the Programs of Study for each level.
- Supports all aspects of district instructional and curriculum integration of technology.

DUTIES AND RESPONSIBILITIES:

- Plans, coordinates, and evaluates the instructional program.
- Organizes and directs professional development opportunities for administrative, certificated, and support staff.
- Organizes and administers the curriculum development and locally developed assessments in collaboration with the Assessment and Accountability Officer and Supervisor of Assessments.
- Provides direction for writing the curriculum maps and programs of study.
- Plans and directs the instructional supervision of school system staff.
- Coordinates a plan for the evaluation, selection, and adoption of textbooks.
- Coordinates the inventory, purchase, and distribution of textbooks.
- Prepares and administers standards of performance for the evaluation of student progress.
- Attends meetings within the school system and with state representatives and serves on committees related to curriculum and instruction.

- Manages a departmental budget responsibly and accurately meeting all timelines and accounting regulations as required by law and/or board policy.
- Assists in the development, interpretation, and execution of policies and regulations of the Board of Education.
- Prepares the annual school calendar for submission to and approval by the Board of Education.
- Coordinates student programs related to the content areas.
- Reports periodically to the board on all curriculum and instruction matters and all instructional technology issues as directed by the Superintendent or Deputy Superintendent.
- Makes recommendations pertaining to policy and procedure to the Superintendent or Deputy Superintendent.
- Coordinates and supervises the Instructional Support program for the district, including implementation of a consistent K-12 Response to Instruction and Intervention (RTII) system.
- Interprets and communicates the assessment and accountability program and policies to the community, including parents/guardians, through various sources.
- Advises and counsels staff on issues affecting the school system.
- Supervises research activities designed to evaluate curriculum and instruction and experimental programs.
- Maintains knowledge of recent educational research related to curriculum and instructional program, initiatives, and challenges.
- Performs other duties as assigned.

QUALIFICATIONS:

- Master's degree in educational administration, curriculum/instruction, or related field;
- Administrator II certification required, Superintendent endorsement preferred;
- Five years of classroom teaching experience in a PK-12 public school system;
- Five years of experience as a Principal in a PK-12 public school system, experience as a Principal in Maryland preferred;
- Thorough knowledge of school board and state policies, regulations, goals, and objectives pertaining to assessment and accountability;
- Thorough knowledge of principles, practices, methods, and procedures pertaining to establishing and maintaining an effective program of supervision for assessment and accountability;
- Ability to plan, organize, coordinate, and direct the work of staff;
- Ability to establish and maintain effective working relationships with school officials, administrators, staff, other school system employees, community groups, and representatives of state agencies; and
- Ability to communicate effectively, both orally and in writing.

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE:

The salary for this EXEMPT position will be based on SMASA salary schedule (#5) for eleven and twelve-month employees - Range H.

BARGAINING UNIT ELIGIBILITY: SMASA