

COSHOCOTON CITY SCHOOLS JOB DESCRIPTION

File 119

BOE Approved Date: _____

TITLE: DIRECTOR OF FEDERAL PROGRAMS & CURRICULUM

REPORTS TO: Superintendent

EVALUATED BY: Superintendent

EMPLOYMENT STATUS: Established by Individual Contract

FLSA STATUS: Exempt

JOB OBJECTIVES: Coordinate the district’s curriculum; plan, organize and direct activities related to curriculum change and instructional improvement; provide in-service training and staff development for certificated personnel and assist with certificated personnel recruitment and hiring.

NOTE: The below numbers are not ranked in order of importance

PERFORMANCE RESPONSIBILITIES

1. The Director will oversee and develop the Comprehensive Continuous Improvement Plan (CCIP) and monitor on an intermittent basis the effectiveness of the plan to assure the district compliance with federal and state guidelines which will ensure the integrity of the plan.
2. The Director will work with other school employees to facilitate organization, development, funding, and implementation of the plan.
3. Assists the building principals in assessing the instructional programs.
4. Helps plan and implement new instructional programs or procedures.
5. Serves as a resource person to the building principals, teachers, parents and others by assisting in the selection and evaluation of instructional methods and materials, suggesting methods appropriate to individual needs, responding to questions about school programs and instructional policy matters.
6. Have a solid understanding of curriculum development and Ohio Content Standards.
7. Explain test data (OST, AIR, IOWA, and ACT) or any state required assessment relative to state, county, peer schools, and student ability relative to achievement to staff, community, and other audiences.
8. Coordinate DVA (District Value Added) training, analyze building data, and provide reporting on such data.
9. Advise all personnel on rules and regulations pertaining to the district policy manual.
10. Attend meetings and in-services as required.
11. Maintain respect at all times for confidential information, e.g., student IEP's, testing information, student and staff information.
12. Direct the preparation of all state and federal reports concerning the curriculum and instruction.
13. Assist the Superintendent in a staff and community public relations program.
14. Serves as the chief administration officer of the district in the absence of the Superintendent.
15. Assist the Superintendent, Treasurer in preparing the annual budget.
16. Works closely with CCEA/OAPSE leadership.
17. Coordinate data analysis with building principals and teacher leadership.
18. Recommend and approve all textbook, supplemental programs, and curriculum purchases.
19. Coordinate a district testing schedule with building guidance counselors to produce optimal results.
20. Planning and organization and administering of district in-service programs based on district's needs.

Job Description, continued**Title: Director of Federal Program and Curriculum**

21. Remain current with all educational literature and best practices.
22. Assists Superintendent in the disciplining of students by conducting hearings for appeals of student suspensions.
23. Direct policy and administrative guidelines manual updates.
24. Work with building administrators and staff to support the implementation of new or revised programs to meet district goals.
25. Assist the Superintendent in the implementation of the strategic and continuous improvement plans.
26. Attend Board of Education meetings and prepare and present reports for the Board as requested by the Superintendent.
27. Assist in the formation of a philosophy and objectives for the instructional program.
28. Check EMIS data to ensure accuracy in the areas of testing, intervention and local report card information.
29. Act as liaison with social, professional, civic, volunteer and other community agencies and groups having interest in the schools as directed by the Superintendent.
30. Chair or otherwise coordinate various district committees and initiatives.
31. Planning/organization of district management meetings.
32. Oversee district's Title I programming.
33. Direct the district's College Credit Plus Program. This will not be limited to negotiating, reviewing, and approving all contracts with institutions of higher education. Monitor all financial terms of the agreements as well as serving as the reviewer and approver of students.
34. Perform other duties as assigned and directed by the Superintendent.

Other Duties and Responsibilities:

- Serve as a role model for students
- Respond to routine questions and requests in an appropriate manner
- Perform other duties as assigned by the Superintendent
- Ensure safety of students
- Make contacts with the public with tact and diplomacy
- Promote good public relations by personal appearance, attitude and conversation
- Respond to routine questions and requests in an appropriate manner
- Interact in a positive manner with staff, students and parents

Qualifications:

- Master's Degree from an accredited college or university
- Appropriate state of Ohio certification/license
- Such alternative to the above qualifications as the Superintendent and/or Board of Education may find appropriate

Required Knowledge, Skills, and Abilities:

- Ability to work effectively with others
- Ability to operate various office equipment
- Effective active listening skills
- Knowledge of public school policies and practices
- Ability to communicate ideas and directives clearly and effectively both orally and in writing

Job Description, continued**Title: Director of Federal Program and Curriculum**

- Effective, active listening
- Organizational and problem solving skills
- Ability to work independently as well as in a team environment
- Knowledge of academic area and teaching methodology
- Ability to generate correspondence independently
- Computer technology skills
- Skills that foster and facilitate learning and classroom management
- Training in varied instructional design
- Knowledge of child development and an understanding of age-appropriate tasks
- Background/knowledge base in methodically supervised practice

Additional Working Conditions:

- Occasional exposure to blood, bodily fluids and tissue
- Occasional interaction among unruly children
- Operation of a vehicle in inclement weather conditions
- Repetitive hand motion, e.g., computer keyboard, typing, calculator, writing
- Requirement to travel, both daily and overnight
- Weekend/evening/summer work
- Occasional lifting, pushing or pulling of up to 25 pounds

TERMS OF EMPLOYMENT: Twelve months with appropriate vacation. Compensation and work hours to be determined annually by the board.

EVALUATION: Performance of this job will be evaluated annually.

The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the District.

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

Signature _____

Date _____