

# Dumas ISD

## Secondary Curriculum Director

### Job Description

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**Job Title:** Secondary Curriculum Director

**Wage/Hour Status:** Exempt

**Reports to:** Assistant Superintendent

**Pay Grade:** 12

**Dept./School:** Central Administration Office

**Date Revised:** 7/22/2014

#### **Primary Purpose:**

Evaluate and provide leadership for the overall instructional program of the district in conjunction with primary and intermediate curriculum directors. Responsible for the effective and efficient operation of the Curriculum and Instruction Department, which includes curriculum and staff development.

#### **Qualifications:**

##### **Education/Certification:**

Master's degree in education administration  
Mid-Management Certification

##### **Special Knowledge/Skills:**

Knowledge of curriculum and instruction  
Ability to evaluate instructional programs and teaching effectiveness  
Ability to manage budget and personnel  
Ability to coordinate district function  
Ability to implement policy and procedures  
Ability to interpret data  
Strong communication, public relations, and interpersonal skills

##### **Experience:**

Six years experience as a classroom teacher

#### **Major Responsibilities and Duties:**

##### **Instructional and Program Management For Grades 6 – 12**

1. Direct instructional and curriculum services to meet students' needs.
2. Plan, implement, and evaluate instructional programs with teachers and principals, including learning objectives, instructional strategies, and assessment techniques.
3. Apply research and data to improve the content, sequence, and outcomes of the teaching-learning process.
4. Work with appropriate staff to develop, maintain, and revise curriculum documents based on systematic review and analysis.
5. Involve instructional staff in evaluating and selecting instructional materials to meet student learning needs.
6. Ensure the use of technology in the teaching-learning process.



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7. Ensure that district goals and objectives are developed using collaborative processes and problem-solving techniques when appropriate.
8. Participate in the district-level decision-making process to establish and review the district's goals and objectives and major classroom instructional programs of the district.
9. Actively support the efforts of others to achieve district goals and objectives and campus performance objectives (academic excellence indicators).
10. Obtain and use evaluative findings (including student achievement data) to examine curriculum and instruction program effectiveness.
11. Secure consultants, specialists, and other community resources to assist principals and instructional staff in attaining objectives.
12. Provide effective staff development activities that incorporate the mission of the district, program evaluation outcomes, and input from teachers and others.
13. Work with Lead Teachers to develop Mini-Assessment documents.
14. Monitor results of the Benchmark tests. Review the results with the building principal to identify strengths and weaknesses with regard to a specific class/subject skill.
15. Work with identified teacher-in-need from #15 to bring about increased student performance through agreed upon intervention strategies and classroom monitoring.
16. Conduct walk-thrus in all classrooms, with the focus on core subjects and provide feedback to the teacher and principal with recommendations for improvement, if warranted.
17. Coordinate the development and maintenance of curriculum documents reflecting TEKS-TAKS alignment, instructional timelines and special program references

#### **Assessment Coordinator**

18. Coordinate all testing activities of the district.
19. Maintain security of all testing materials.
20. Distribute, collect, and return of all testing materials.
21. Conduct training sessions for professional staff administering tests.
22. Monitor testing sessions throughout the district.
23. Report test results to campus personnel.
24. Disaggregate and interpret test data.



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25. Ensure confidentiality of individual student test scores.
26. Ensure that all rules, policies, and procedures of the testing process established by the Texas Education Agency and the local board are enforced.
27. Prepare and submit all requests and reports required by the Texas Education Agency and/or local board.
28. Prepare annual Academic Excellence Indicator System (AEIS) report for consideration by Board of Directors.
29. Ensure compliance with regulations for AEIS and School Report Card reporting.

#### **LEAD Teacher Program (Grades 9 – 12)**

30. Facilitate and monitor LEAD Teacher program to ensure compliance with plan and provisions adopted by the Board of Trustees

#### **Assistant Textbook Coordinator**

31. Assist Special Education and Textbook Coordinator

#### **Curriculum/Technology**

32. Serve as district contact for selected curriculum software.

#### **Policy, Reports, and Law**

33. Implement the policies established by federal and state law, State Board of Education rule, and local board policy in curriculum and instruction area and other areas assigned.
34. Compile, maintain, and present all physical and computerized reports, records, and other documents required.

#### **Budget**

35. Administer budgets and ensure that programs are cost effective and funds are managed prudently.
36. Compile budgets and cost estimates based on documented program needs.

#### **Personnel Management**

37. Prepare, review, and revise job descriptions in assigned areas.
38. Evaluate job performance of employees to ensure effectiveness.
39. Assist with recruitment, selection, and training of personnel and make sound recommendations relative to personnel placement, assignment, retention, discipline, and dismissal. Assist with the implementation of the designated teacher appraisal system.



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#### Communication

1. Provide for two-way communication with principals, teachers, staff, parents, and community.
2. Demonstrate skill in conflict resolution with administrators, parents, teachers, staff, and community.
3. Monitor professional research and disseminate ideas and information to other professionals.

#### Community Relations

4. Articulate the district's mission, instructional philosophy, and curriculum implementation strategies to the community and solicit its support in realizing district's mission.
5. Demonstrate awareness of district-community needs and initiate activities to meet those needs.
6. Demonstrate use of appropriate and effective techniques to encourage community and parent involvement.

#### Supervisory Responsibilities:

Supervise and evaluate the performance of instructional supervisors and support staff in the curriculum department and other assigned areas.

#### Working Conditions:

##### Mental Demands/Physical Demands/Environmental Factors:

Frequent districtwide and occasional statewide travel; occasional prolonged and irregular hours.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

