

THE TROY CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title: **DIRECTOR OF K-6 CURRICULUM AND INSTRUCTION** **File 103**

Reports to: Superintendent

Job Objectives: Administers district-wide K-6 curriculum and instruction activities. Promotes an effective learning environment. Encourages educational innovations. Keeps the superintendent informed about current activities and emerging issues.

Minimum Qualifications:

- Valid Ohio administrative license appropriate for the assignment.
- Master's degree or higher with training in curriculum and instruction.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- A record free of criminal violations that would prohibit public school employment.

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Directs the continuous improvement of the district's instructional programs. Develops a strategy to implement identified objectives within specified time lines.
- Upholds board policies and follows administrative procedures.
- Promotes a favorable image of the school district.
- Participates as an active member of the district's management team. Helps develop and implement the district's continuous improvement and strategic plans.
- Helps prepare grant and foundation proposals.
- Administers the board-approved budget. Oversees the evaluation and selection of new books, equipment, and other instructional supplies.
- Ensures that the district's exceptional student programs including special education and gifted services are in compliance with state laws and standards.
- Oversees kindergarten registration and administers the open enrollment process.
- Chairs the district-wide curriculum committee. Develops, implements, and evaluates curriculum for all K-6 course offerings to advance the district's written, implemented, and assessed curricula and mandated proficiencies.
- Oversees the addition of courses, the grade placement of courses, and confirms graduation requirements.
- Promotes the continuity of the instructional program. Provides insights about the progression of student skills and the key contributions made by staff at each level.
- Coordinates proficiency, competency based testing district testing program both internal and external for grades K-6 and alternative assessments. Analyzes test results. Recommends instructional modifications and interventions that enhance student learning and improve test performance.
- Oversees the CCIP and reporting responsibilities.
- Prepares state special education unit requests and grant applications.
- Assists the treasurer with the preparation of financial data.
- Enforces applicable Ohio revised codes. Administers policies age, immunization, attendance, legal residence, guardianship, classification, promotion, retention, testing, etc. Oversees enrollment and withdrawal procedures.
- Administers supplemental service contracts (e.g., therapy, etc.).
- Supervises the collection of data for the comprehensive information management (CIMS) and educational management information (EMIS) systems.
- Serves as the district's Section 504 compliance officer.
- Promotes differentiated instruction for all students.

- Supports appropriate research and pilot projects. Encourages staff to develop, publish, and distribute innovative instructional/program materials.
- Assists with the staff orientation programs.
- Expresses high expectations for staff. Plans, implements, and evaluates staff development programs. Works with supervisors to improve staff competencies.
- Monitors staff performance (e.g., observations, review of lesson plans, individual conferences, staff meetings, etc.).
- Promotes the development of staff leadership.
- Participates in staff evaluations when requested.
- Maintains a record keeping system that ensures the safe retention of district documents for the maximum period specified by board policy and state law.
- Oversees the timely submission of reports, records, and inventories required by law and/or district policy.
- Respects personal privacy. Maintains the confidentiality of privileged information not subject to public record mandates.
- Promotes the effective use of available technology in instructional and records management activities. Upholds computer technology acceptable use policies.
- Communicates high expectations and shows an active interest in student progress.
- Maintains high standards. Enforces the student conduct code.
- Maintains effective relationships with community services (e.g., law enforcement, health care facilities, child welfare services, etc.).
- Maintains visibility and participates in school activities as time permits.
- Encourages parent organizations and supports student activities as time permits.
- Takes precautions to ensure student safety. Reports suspicious circumstances immediately.
- Promptly documents all safety incidences and/or accidents.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Builds community partnerships that enhance district programs.
- Coordinates the district's annual emergency procedures plan.
- Participates in national, state, and/or regional activities that advance district goals.
- Participates in professional growth opportunities to remain current with advances in education and organizational administration.
- Accepts responsibility for work-related decisions and conduct.
- Strives to develop rapport with others.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following characteristics and physical skills are essential for the successful performance of assigned duties.

- Demonstrates professionalism and maintains a positive work attitude.
- Articulates a clear vision and provides leadership to advance the change process.
- Delivers a positive work environment and engenders staff enthusiasm.
- Skillfully manages individual, group, and organizational interactions.
- Communicates effectively using verbal, nonverbal, and writing skills.
- Organizes tasks and manages time effectively.
- Interprets information accurately and initiates effective responses.
- Averts problem situations and intervenes to resolve conflicts.
- Maintains an acceptable attendance record and is punctual.

**Supervisory
Responsibility:**

Under the direction of the superintendent: supervises and evaluates assigned staff as authorized by board policy, administrative regulations, and contractual agreements. Assumes responsibility for the results of duties delegated to staff.

**Working
Conditions:**

District policies/procedures address workplace issues to minimize exposure to the following situations and factors that may not always be predictable.

- Potential for exposure to blood borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.
- Exposure to adverse weather conditions and seasonal temperature extremes.
- Duties may include operating and/or riding in a vehicle.
- Duties may include prolonged use of a computer keyboard and monitor.

- Duties may include working under time constraints to meet deadlines.
- Duties may include working during the evening and/or weekend.
- Duties may include traveling to meetings and work assignments.

**Performance
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Troy City School District Board of Education.

The Troy City School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, sex, national origin, age, or disability.

Revised: February 2019

Signature: _____ Date: _____