



**EDUCATION/CERTIFICATION:** The Director of Curriculum must have a minimum of a Masters Degree and must hold the proper Wisconsin certification for the position.

**EXPERIENCE:** The Director of Curriculum must have at least three years of successful teaching experience.

The Director of Curriculum and Instruction shall be responsible for all curriculum work, departments, meetings, summer work requests and summer curriculum work, and external reviews.

In addition, the Director of Curriculum and Instruction shall:

Stimulate a coordinated and continual review of the curriculum by the teachers responsible for its implementation.

To assess established program outcomes to reveal strengths and weaknesses of the program.

To use the results of the assessment to modify programs where and when necessary to better achieve desired outcomes.

To encourage the following attitudes:

Support of the staff, Board and community for the evaluation plan and its need in the interest of program development.

Understanding on the part of the staff, Board and community of the scope and sequence of the instructional program and the need for same.

Acceptance by staff, Board and community of the results of the evaluation and willingness to make recommended program revisions.

Appreciation and support of the staff, Board and community of the schools and their program.

**Policy 231.3 Continued:**

Keep current on the status and accuracy of the curriculum materials for each department and keep abreast of the work done in alignment of our standardized testing with our curriculum enablers.

Coordinate all curriculum work and provide necessary resource materials, including staff development for suitable curriculum direction.

Encourage self-study updates, revisions and modifications to target specific departmental needs through the use of peer and critical reviews and manage all aspects of the external reviews.

Administer the Steering Committee meetings and keep the members informed on any curriculum changes throughout the district.

Administer department chair meetings and seek their valuable input on district curricula matters. Gather valuable input on district curricular matters. Gather all current curriculum materials from each department and edit and correct the materials.

Keep accurate records of summer work being done in each department and summarize status of each.

Encourage a positive, motivational atmosphere for curriculum work and be available to staff.

Maintain a working knowledge of new educational attitudes, ideas and directions at the state and national levels and attend professional activities as necessary to remain current with recent educational theory and development.

Communicate all plans to staff regarding each scheduled staff development program.

- a. Record attendance and maintain log of hours for staff development that each staff member has accrued;
- b. Communicate possible out-of-district staff development opportunities.

Perform other such duties as may be needed by school superintendent or building principal.

**Policy 231.3 Continued:**

Assist in the interpretation and execution of all policies of the Board.

Assist building principals with assignments, scheduling, evaluation, and supervision of staff.

Assist building principals providing instructional leadership through program supervision, staff development and staff evaluation.

Assist middle school/high school principal with a program of student discipline, health and safety, and prepare and submit reports as may be necessary.

Assist middle school/high school principal with grades 6-12 other operational matters as may be needed.

Administer and coordinate a district safety program and report and necessary needs to the District Administrator.

Supervise, facilitate and coordinate the At-Risk program for the district.

- a. Set up and chair an at-risk committee in each building to identify students for interventions.
- b. Maintain communication with students, staff and parents of students identified.
- c. Identify at-risk needs and communicate with building principals and staff ways in which to meet these needs.

Adopted: October 1995

Reviewed: May 2000