

JOB DESCRIPTION

Job Title: Director of Curriculum/Assistant Superintendent

Reports To: Superintendent of Schools

Supervises: All employees of Mt. Blue Regional School district (RSU #9) at the direction of the Superintendent of Schools

Major Job Goals: To build the strongest educational program possible especially in the area of curriculum development and implementation within the physical and financial limits of the District.

Qualifications: Valid certification as required by the Maine Department of Education.

Performance Responsibilities:

1. Supervises the implementation and development of K-12 district student assessments.
2. Provides leadership in curriculum design and implementation of instructional practices that are support through research and aligned with district goals/philosophy, including the development of K-12 curriculum planning effort and program evaluation.
3. Oversees planning and implementation of the district's professional development program designed to strengthen personnel performance and student achievement in the district.
4. Supervises development of K-12 curriculum documents, including development of standards, benchmarks, and assessments.
5. Supervises the district instructional technology integration.
6. Develops and interprets the programs, philosophy, and policies of the district relating to curriculum and instruction to staff, students, and the community at large.
7. Communicates to the Superintendent the requirements and needs of the district related to curriculum, instruction, assessment, and professional development.
8. Coordinates, supervises, and evaluates the selection and implementation of textbooks and instructional materials.
9. Provides direction and coordinates the District certification process for teachers and support staff (highly qualified).
10. Provides a leadership role in the development and application for federally funded programs, supervises and evaluates implementation of assigned grant programs.
11. Maintains personal professional growth through graduate work, professional organizations, seminars, and/or reading related professional literature.
12. Maintains current knowledge with all appropriate school laws pertaining to area of responsibility.
13. Develops and manages budgets related to areas of responsibility.
14. Assists in the identification, development and implementation of district goals.
15. Evaluates immediate subordinates and makes recommendations regarding employment, assignments, and salary.
16. Serves as a contributing member of the administrative team and on assigned committees.
17. Files district reports to MEDMS and Infinite Campus as appropriate.
18. Keeps the superintendent advised on all relevant matters.
19. Recommends Board Policies related to areas of responsibility and cooperatively develops administrative guidelines as needed.
20. Performs other duties as assigned by the superintendent, or as appropriate to the job assignment.

TERMS OF EMPLOYMENT:

As approved by the Board of Directors

June 8, 2010
Revised 1/22/13