

CLEVELAND SCHOOL DISTRICT  
POSITION DESCRIPTION

POSITION TITLE: **DIRECTOR, CURRICULUM & INSTRUCTION**

SUPERVISOR: SUPERINTENDENT

PAYMENT RATE: CSD CLASSIFIED & ADMINISTRATIVE PAY SCALE

QUALIFICATIONS:

1. Master's degree from an accredited college/university.
2. Three years certified experience as an administrator.( Endorsement 486)
3. Current Mississippi teaching license with district--level leadership endorsement on file in the central office.
4. Desire to continue career improvement.

Knowledge, Skill and Abilities

- Provide professional leadership in organizing, administering, supervising and evaluating the curricular and instructional needs of the district based on the mission and goals of the school district.
- Establish an optimum learning environment within the district in accordance with available resources.
- Ensure that all school programs and activities conform to federal, state and district guidelines.
- Provide professional leadership in the developing, organizing and evaluating a district wide testing program for all pupils.
- Obtain governmental and private agency grants.
- Communicate effectively with all members of the school district and community.
- Work effectively with community organizations.
- React to change productively and handle other tasks as assigned.
- Support the value of an education.
- Support the mission and goals of Cleveland School District.
- Comply with all district policies, rules and regulations.

ESSENTIAL FUNCTIONS:

1. Assist the superintendent in oversight of the general operation of the school district.
2. Assist with the development and implementation of professional development activities that include the analysis of student achievement results and the identification of curriculum areas requiring improvement and realignment.
3. Establish a systematic approach and provide the leadership for curriculum and instruction planning, development, implementation and evaluation for all grade levels.

4. Coordinate the process of textbook evaluation, selection, and adoption in acquiring appropriate teaching materials and resources for all grade levels.
5. Oversees the implementation of the student information database system.
6. Oversees the district's School Improvement and Accreditation programs.
7. Oversees the Professional Development Council and communicates necessary information to administrative staff.
8. Administer the policies, rules and regulations of the Board of Education.
9. Provide leadership, information and recommendations to assist the Board of Education in making prudent decisions regarding the curriculum and instruction of the district.
10. Assist in developing and administering the annual school district budget.
11. Recommend the use of funds for emergency purposes that have not been specifically identified in the budget.
12. Assist in developing a functioning educational mission consistent with the values of the community, teachers, school administration and Board of Education.
13. Communicate openly and effectively with students, community, staff and administration.
14. Promote an informed, working relationship between the school district and its patrons.
15. Develop an atmosphere of respect, interest, and enthusiasm within the school district.
16. Recognize and encourage outstanding performance by persons within the school district.
17. Assist in the evaluation of building administrators and directors.
18. Provide leadership in planning and organizing staff development activities designed to promote more effective leadership, improve communication and upgrade instruction.
19. Complete an annual evaluation of all district grant programs.
20. Develop and supervise the budgets of grant programs by approving or disapproving orders for materials/ equipment of the school district.
21. Supervise the staff and operations at the district instructional materials center.
22. Supervise and coordinate district media processing and copy center.
23. Supervise the activities of district instructional coordinators.
24. Supervise and/or administer governmental and private agency grant programs.
25. Comply with legal and regulatory requirements of the various governmental agencies.
26. Keep abreast of new information, innovative ideas and techniques. 27. Adhere to all district health and safety policies.
27. Other duties as assigned by the Superintendent of Schools or Board of Education, which are consistent with the general requirements and qualifications for the position
28. Maintain a high level of confidentiality regarding student and staff information in order to remain in compliance with legal requirements and to maintain a professional work environment.
29. Perform other duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

**PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS:**

Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-pace, high-intensive work environment.

**TERMS OF EMPLOYMENT:**

Contractual

**PERFORMANCE REVIEW:**

Performance effectiveness evaluated in accordance with Mississippi Statutes and Board of Education Policy.

**APPROVED:** 10/2019