

**SURRY COUNTY PUBLIC SCHOOLS
DIRECTOR OF CURRICULUM IMPLEMENTATION
JOB DESCRIPTION**

Job Title:	Director of Curriculum Implementation
Salary Index:	1.14
Reports to:	Assistant Superintendent for Instruction
FLSA Status:	Exempt

SUMMARY

Perform duties and responsibilities to assist the elementary and middle school building administrators with the implementation of the curriculum and improve the instructional program.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Serves as curriculum specialist for elementary and middle school instruction.
- Coordinates professional development for elementary and middle school staff.
- Conducts informal classroom observations.
- Communicates regularly with the assistant superintendent for instruction and the elementary and middle school building administrators with results of classroom observations.
- Assists teachers in implementing instructional strategies.
- Monitors teachers' implementation of instructional strategies.
- Works collaboratively with the Director of Assessment and Accountability, the Assistant Superintendent and building administrators to analyze data.
- Coordinates the Gifted Program.
- Serves as a mentor for the technology resource teacher.
- Assists the Assistant Superintendent with the state testing program.
- Assists the Assistant Superintendent in submitting the state's Student Record Collection.
- Writes and assists in writing grants.
- Performs other tasks/duties as assigned.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform the job successfully, an individual must be able to perform each essential duty and responsibility satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required:

Demonstrates knowledge of theories of instruction and curriculum development. Demonstrates ability to develop, implement, monitor, and assess curriculum.

Demonstrates the ability implement strategies to increase student learning and achievement.

Demonstrates knowledge of gifted learners and the gifted program.

EDUCATION

Hold the Postgraduate Professional License.

Have at least five (5) years of experience as a teacher and three (3) years experience as an administrator or supervisor.

SKILLS and ABILITIES

Ability to read and interpret reports and test data. Ability to write reports and express ideas effectively in both oral and written form. Knowledgeable in all areas of curriculum and instruction.

Demonstrate leadership skills, qualities, and personal characteristics necessary to work with administrators, teachers, paraprofessionals, students, and general public.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

While performing the duties of this job, the employee is regularly required to stand, walk, talk, and hear. The employee frequently is required to use hands to operate office equipment. The employee is occasionally required to sit and reach with hands and arms. The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. The noise level in the office environment is moderate.

