

DIRECTOR OF CURRICULUM, INSTRUCTION AND ASSESSMENT
SAU 70

The Director of Curriculum, Instruction and Assessment reports to the Superintendent of Schools and participates as a member of the Superintendent's administrative team. The goal of this position is to assist the Superintendent by providing leadership for curriculum, instruction, and assessment, setting the tone and direction for providing best practices in education. This position guides the development of program goals, standards, content, and student learning outcomes.

QUALIFICATIONS: Certificates of Advanced Graduate Study (CAGS) or Doctorate degree
NH certification as Superintendent, Assistant Superintendent, or District Curriculum Administrator
At least five years' experience as a teacher
At least five years' experience as a building administrator
Experience as a Central Office administrator preferred

Representative Types of Responsibilities:

1. Supervises all curriculum development and instruction-improvement activities:
 - a. Works with principals and teacher committees in organizing and coordinating grade level and departmental meetings in order to effect horizontal and vertical continuity and articulation of the instructional program throughout the district.
 - b. Coordinates the selection, utilization, and maintenance of all school instructional programs and materials.
 - c. Oversees the evaluation and revision of curriculum documents.
 - d. Recommends changes in instructional programs for the District to the Superintendent.
2. Assists building administrators in interpretation and collection of state and local assessments.
3. Provides guidance to administrators and staff in the planning, administration, and evaluation of professional development activities.
4. Oversight of grant funding relative to student services and Title grants.
5. Assists administrators and teachers in coordination of ESOL services.
6. Other duties assigned by the Superintendent of Schools.

Reports to: Superintendent

Supervises: Administrative Assistant for Student Services

Physical Limitations of Job: May be required to lift up to 50 pounds.

Category: Exempt

Date Adopted: 12/16/11
Date of Last Review: 12/16/11