

Santa Fe Trail USD 434
104 South Burlingame Road, Scranton, KS 66537

Title: Director of Curriculum and Instruction

Reports to: Deputy Superintendent

Purpose and Objectives of Position:

Santa Fe Trail USD 434 believes that curriculum and instruction are the centerpieces of an effective organization of learners. The Director of Curriculum and Instruction is charged with the planning, management, and coordination of all district curriculum, instruction, and educational resources. The Director of Curriculum and Instruction must have expertise in the school improvement process and in the development of effective schools. The Director of Curriculum and Instruction shall hold a building leadership license and must have a strong background in curriculum and instructional leadership. In order to fulfill the responsibilities of this position the following duties and responsibilities are expected:

Essential Job Functions:

1. Develop and manage the Santa Fe Trail District plan for curriculum and school improvement consistent with the district vision, goals, and policies.
2. Coordinate and develop new/revised curricula for the school district by organizing and directing curriculum research committees. Report and make recommendations to all staff and the board of education.
3. Partner with the Deputy Superintendent and Superintendent to coordinate the school improvement process including all aspects of the KESA state board outcomes
4. Provide leadership to the district's building principals and instructional staff through the integration/articulation of the district's instructional programs and initiatives.
5. Develop and coordinate the district's assessment programs for all local, state, and national testing. Formally communicate the effectiveness of the district's instructional programs to all professional staff, the board of education, and to the patrons of the school district.
6. Stay informed on educational research, remain current with education trends and practices, and disseminate information to the professional staff as needed.
7. Direct the publication of all curriculum documents produced by the professional staff and ensure their timely distribution.

8. Participate on the Professional Development Council to support the work that includes the district's state in-service plan and coordination of staff development activities.
9. Coordinate and monitor all district instructional programs and materials.
10. Be a resource person for the district administrative team in observing effective teaching techniques and in the recommendations for effective teaching enhancements. Provide instructional coaching as needed.
11. Manage and coordinate available grants to support student achievement.
12. Serve as an active member of the administration cabinet.
13. Attend all board of education meetings and prepare reports for board meetings as directed by the deputy superintendent.
14. Participate in the supervision and evaluation for district staff as assigned by the superintendent.
15. Manage and coordinate new teacher academy and the district mentoring program.
16. Coordinate and manage all Career and Technical Pathways for secondary education.
17. Perform other duties as may be assigned by the superintendent.

Additional Duties:

- Collaborate with stakeholders
- Partner with outside agencies for school improvement
- Promote positive school culture
- Communicate effectively with stakeholders
- Review and plan accordingly for department spending and procurement

Terms of Employment

- Building Level License required
- One-year contract, salaried position (to be determined by BOE)