

Director of Curriculum, Instruction, Staff Development and Planning - Duties

Responsible for:

1. Serving as internal facilitator of Strategic Planning, including facilitation of Strategic Planning Advisory Council.
2. Developing, directing and modifying an operational framework for instructional improvement and curricular change within all levels in the District.
3. Developing and implementing Professional Improvement Plans
4. Acting as administrative liaison to the Board Education Committee, including the development of agendas and all related materials.
5. Serving as Chair of the Staff Development Advisory Council and Curriculum Council, including preparation of materials related to ongoing District initiatives.
6. Directing the work of the Curriculum Supervisors.
7. Coordinating administrative internships.
8. Monitoring District compliance with curricular, staff development and strategic planning regulations.
9. Coordinating professional development and summer workshops.
10. Serving in support role for contract negotiations
11. Performing such other duties and responsibilities as the Superintendent may assign from time to time.

Reports to Superintendent of Schools

Adopted: August 1978
Revised: April 1996
Revised: September 2004
Revised: July 2008
Revised: July 2009
Revised: November 12, 2015
Revised: September 3, 2019
Revised: October 5, 2021