



Title:	Director of Elementary Curriculum
Reports to:	Associate Superintendent for Curriculum and Instruction
Terms of Employment:	12 Months
Salary:	TBD

Qualifications:

- North Carolina Teacher Licensure
- Classroom Teaching Experience
- North Carolina Licensure in Curriculum Instruction Supervision or Administration
- Master’s Degree in Education-related Field

Supervises: Two Curriculum Support Specialists and Administrative Assistant

Essential Job Functions:

1. Initiates and oversees curricular and instructional programs designed to improve instruction and student achievement Pre-K-5
2. Leads the process of creating and revising curriculum guides inclusive of pacing, scope and sequence, instructional strategies, assessments items, aligned resources and linkage to NCSCOS
3. Provides guidance in the selection and use of textbooks and other instructional resources
4. Provides leadership in planning and facilitating staff development based on data analysis and needs of the schools
5. Coordinates and integrates working with instructional facilitators in the school as well as district-wide instructional facilitators
6. Oversees quarterly benchmark program to ensure alignment with instruction and provides feedback to schools for instructional adjustments
7. Analyzes and monitors pertinent data to identify trends and areas for targeted improvements and assistance
8. Collects and analyzes data for presentation to various groups including schools and the Board of Education
9. Stays informed of state curriculum changes and updates along with research of best practice
10. Assists with community relations and parent concerns
11. Works closely with middle school director to ensure vertical articulation and alignment
12. Maintains open communication with all levels of the school system hierarchy; maintains regular contact with other directors to exchange ideas, share information and develop plans; contributes to the team effort of the C & I department
13. Proposes budgetary needs to support the instructional program
14. Serve on district-wide planning teams
15. Perform other related work as required

16. Leads the development, revision and publishing of K-2 report cards
17. Plans and supervises the instructional orientation program for new elementary teachers
18. Meets regularly with principals to develop curriculum leadership oversight and to facilitate to flow of information
19. Assists in the screening, selection, and placement of elementary personnel as requested