

## DIRECTOR OF CURRICULUM AND INSTRUCTION

### Qualifications:

1. A Master's degree or higher in curriculum and instruction, educational leadership, or a related field.
2. Valid Massachusetts certification in teaching, curriculum, and instructional leadership.
3. At least ten(10) years of successful teaching or instructional leadership experience.
4. Strong knowledge of curriculum development, instructional strategies, and assessment.
5. Proven ability to work collaboratively with teachers, administrators, and other stakeholders.
6. Familiarity with state and federal educational standards and regulations.
7. A sense of humor and excellent communication skills.
8. Such alternatives to the above qualifications as the School Committee may find acceptable.

**Reports To:** Assistant Superintendent of Academic Operations

**Supervises:** Curriculum leaders, instructional coaches, and staff as designated.

**Job Goal:** To oversee curriculum development and implementation, instructional quality, and professional development to ensure that all students receive high-quality education in line with district goals and state standards.

### Performance Responsibilities:

1. **Curriculum Development & Oversight**
  - 1.1. Coordinate the design, development, and implementation of K-12 curriculum across all content areas.
  - 1.2. Ensure alignment with Massachusetts state standards and best practices in instruction.
  - 1.3. Ensure curricula are diverse and culturally sensitive and, as needed, implement new materials that improve this area.
  - 1.4. Supervise the development and revision of curriculum guides and instructional materials.
  - 1.5. Keep abreast of current valid research and methodology related to curriculum and instruction and disseminate professional information and materials to staff.
  - 1.6. Oversee Title I Grant and its implementation
  - 1.7. Support New Teacher Orientation and Mentoring programs
2. **Instructional Leadership & Support**
  - 2.1. Lead efforts to improve instructional practices and provide support to teachers in the classroom.
  - 2.2. Assist with the implementation of evidence-based teaching strategies and the integration of educational technology.
  - 2.3. Evaluate instructional programs and make recommendations for improvement.
  - 2.4. Serve as a mentor and coach to instructional leaders, helping them to develop effective leadership skills within their schools.
  - 2.5. Provide guidance and support for curriculum leaders and instructional coaches to foster a collaborative and positive working environment.

- 2.6. Lead efforts to develop and implement school-wide instructional initiatives to improve student achievement.
3. **School and District Initiatives**
    - 3.1. Assist in the implementation of district-wide initiatives, ensuring that the curriculum and instruction align with district goals and objectives.
    - 3.2. Collaborate with school leadership teams to ensure consistency in curriculum implementation across schools.
  4. **Professional Development**
    - 4.1. Plan, coordinate, and oversee district-wide professional development opportunities for all teaching staff.
    - 4.2. Work closely with the Assistant Superintendent of Academic Operations and Academic Coordinators to design training that addresses both general education and special education needs.
    - 4.3. Promote ongoing professional learning opportunities to improve teaching and student outcomes.
  5. **Assessment & Evaluation**
    - 5.1. Identify valid and reliable data sources on student achievement, analyze the data to determine needs, strengths and weaknesses including benchmark assessments and interventions to ensure equity and success for all students
    - 5.2. Oversee the development and use of formative and summative assessments to monitor student progress.
    - 5.3. Support the analysis of assessment data to guide instruction and curricular improvements.
    - 5.4. Collaborate with the Assistant Superintendent to ensure that assessment results inform curriculum development.
  6. **Fiscal & Resource Management**
    - 6.1. Manage and allocate resources (including budgets, staffing, and materials) to ensure successful curriculum and instructional delivery.
    - 6.2. Work with the Assistant Superintendent to develop and manage budgets for curriculum development, professional development, and instructional resources.
    - 6.3. Evaluate and prioritize resources and expenditures related to curriculum development and implementation.
    - 6.4. Manage entitlement grants including but not limited to Title I, Title IIA, Title III & Title IV
  7. **Other Responsibilities**
    - 7.1. Execute other duties assigned by the Assistant Superintendent of Academic Operations

**Terms of Employment:**

- 12-month work year
- Salary and benefits are competitive and commensurate with experience and qualifications.

**Evaluation:**

- Performance will be evaluated annually in accordance with School Committee policy.

**TERMS OF EMPLOYMENT:** 12 (twelve) Month Work Year

**EVALUATION:** *Performance of this job will be evaluated annually in accordance with procedures established by the School Committee*

**SALARY:** *To be commensurate with the annual salary schedule established by the School Committee for unaffiliated staff.*

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

**PLYMOUTH  
SCHOOL COMMITTEE**

INFORMATION: \_\_\_\_\_

DISCUSSION: \_\_\_\_\_

APPROVED: \_\_\_\_\_