



## DIRECTOR OF CURRICULUM & DEVELOPMENT

### QUALIFICATIONS:

- Minimum of Master's Degree with Administrative PEL
- Previous building principal experience; strong knowledge of and experience with the Illinois Accountability System and Every Student Succeed Act
- Demonstrated knowledge of the organizational components of a large unit district
- Proven ability to earn and maintain the trust of teachers, administrators, and community members
- Previous successful experience in all curricular areas of study including special education
- Excellent communication and presentation skills

### REPORTS TO:

- Assistant Superintendent of Teaching and Learning

### JOB SUMMARY:

- This position is responsible for the coordination, development and implementation of instructional programs, coordinating curriculum related matters and developing professional development programs for the professional staff.
- This position is responsible for coordinating state and district assessments.
- The contract period for this position is 12 months (260 days).
- Under broad supervision, this position directly supervises personnel assigned by the Assistant Superintendent of Teaching and Learning.
- FLSA Status: Exempt

### PERFORMANCE RESPONSIBILITIES:

1. Collaborates with staff and administrators on instruction and assessment projects and processes
2. Coordinate the planning, implementation and evaluation of curriculum development and adoption across content areas
3. Coordinates, supervises and evaluates instructional coaches and interventionists
4. Assist in the coordination of the planning, implementation and evaluation of professional development programs for teachers and paraprofessionals
5. Create, conduct or subcontract professional development that is aligned to D87 mission and goals along with the district improvement plan
6. Assist administrators and teachers in the interpretation and implementation of state and federal mandates, including Illinois Learning Standards
7. Evaluate and recommend technology applications to support instruction in accordance with SOPPA federal legislation
8. Lead the development, implementation and evaluation of the district's MTSS plan with support from the Assistant Director of Student Services
9. Plan, implement and provide professional support for all staff of the school district, including the planning of school institutes, in collaboration with HR and the Assistant Superintendent of Teaching and Learning
10. Conduct task forces for curriculum review and revision, including instructional materials and teaching strategies
11. Evaluate instructional materials to curriculum standards, maps and pacing guides
12. Collaborate with other district administrators on the design, implementation and evaluation of instructional programs, services and area schedules
13. Participate in the implementation of the Title I program, including but not limited to, coordinating the personnel and grant reporting measures for Title I Federal Grant
14. Manage all district-wide and contracted local student assessments and report as necessary
15. Assist administrators and teachers with creation and implementation of School Improvement Plans and activities
16. Evaluate and implement data from the Student Information System to assist with federal requirements from Illinois State Board of Education and Department of Education
17. Other duties as assigned by the Assistant Superintendent of Teaching and Learning

The above description covers the most significant duties performed, but does not exclude other occasional work assignments not mentioned, the inclusion of which would be in conformity with the skills and responsibility levels appropriate for this position.