



POSITION TITLE: Director of Curriculum and Instruction

EMPLOYMENT STATUS: Full-Time; Exempt

Location/Campus: District

Reporting Agency: STRS

LICENSURE/CERTIFICATION/QUALIFICATIONS:

1. Master's Degree and appropriate coursework in content area to be taught
2. Ohio Department of Education and Workforce licensure as a teacher in a specific field and grade band.
3. Submission of professional application materials.
4. Prior experience working with students preferred
5. Working towards Advanced Degree and/or certifications

CONTRACT: Employment contract is contingent upon availability of funding; contract days determined by the school district; other terms and conditions of employment as per the School Board policies and procedures.

SALARY: Based on salary schedule and/or commensurate with experience and education.

DESCRIPTION: The Director of Curriculum and Instruction, is a leadership level position under the general direction of the Superintendent. The Director of Curriculum and Instruction coordinates, develops, and organizes programs, staff development, assessment and projects related to curriculum and instruction. Performs related duties including: development of instructional programs, delivering staff development, evaluating curriculum and assessment, organizing schedules and delivering appropriate trainings; and provides appropriate assistance and support for instructional programs and assessment.

POSITION RESPONSIBILITIES:

1. Monitor the instructional expectations for high quality blended learning in HS general education courses and career and technical education programs;
2. Manage RESA when applicable.
3. Oversee the daily activities at the Delaware GOAL Lab. (Act as Lab Supervisor)
4. Use instructor insight weekly to identify which teachers have not graded work within the 72-hour expectation and contact them;
5. Assess teacher curriculum using the Quality Matters framework and identify instructional resource needs and research pre-made curriculum and outside resources for HS;
6. Oversee a teacher curriculum audit with Quality Matters rubric with Director of Elementary Education.
7. Maintain course catalog and scope and sequence for high school and CTE courses;
8. Code courses and create course shells for high school and CTE;
9. Determine professional development needs and design a differentiated professional development plan - work with Director of Elementary Education to identify unique K-8 needs;
10. Oversee teacher onboarding process and ensure teachers know how to navigate course technology;
11. Supports school improvement efforts;
12. Implement trauma-informed practices in pedagogy, routines and relationship building;
13. Lead teacher teams in data analysis and the OIP process;



14. Oversee CTE certification testing;
15. Manage CTSO's;
16. Coordinate with Director of Operations on technology needs to increase efficiency
17. Coordinate with EMIS coding and reporting
18. Conduct an annual review/survey of vendor curriculum for quality and effectiveness

SKILLS, ABILITIES AND KNOWLEDGE:

- Knowledge of FERPA and HIPPA
- Knowledge of Ohio's Academic Content Standards
- Knowledge of current testing programs and state mandated assessment tools
- Knowledge of current educational issues and best practices
- Knowledge of community agencies that can support students and families
- Knowledge of classroom management techniques
- Knowledge of problem solving processes and creative thinking skills
- Ability to use technology as both a productivity tool and as a method of communication; proficient in computer applications including Microsoft Office
- Ability to maintain accurate student records
- Ability to, plan strategies, and activities to meet individual needs of students
- Ability to evaluate student's progress through the utilization of established procedures, including state testing assessment data and NWEA Map
- Ability to analyze and interpret assessment data within each assigned course
- Ability to communicate effectively both orally and in writing
- Ability to maintain confidentiality
- Ability to develop and maintain effective working relationships with students, co-workers, administrators, and public
- Ability to work with teachers and students to demonstrate ways of supporting students in the regular classroom
- Ability to work with team to analyze, synthesize, and evaluate program progress and implement changes.

PHYSICAL DEMANDS & WORK ENVIRONMENT:

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing duties of this job, the employee is regularly required to sit, walk, talk, or hear, and operate a computer and other technology devices.

The employee must occasionally lift and/or move up to fifty pounds (e.g. notebooks, reports). Specific vision duties of this job include close vision.

The noise level in the work environment is relatively quiet but may escalate in group or event settings. The work environment may include exposure to disease and infections.

The employee may be required to deal with students with behavioral risks.



This position may require attendance at meetings outside of regular work hours (e.g. early morning, after school).

This position involves stress as a result of the responsibility to ensure that laws, regulations and procedural rules are followed, the responsibility of dealing with individual student concerns and maintaining student discipline, and the demands of maintaining effective communication with other staff members, students and parents.

ADDITIONAL REQUIREMENTS:

The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment at GOAL Digital Academy.

The employee must complete a satisfactory background check.

The employee shall have a valid driver's license or available transportation.

The employee is responsible for familiarizing him/herself with the GOAL Digital Academy Handbook as well as Board Policy employee expectations.

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the employee.

The employee will be required to follow the instructions and perform duties required by the employee's supervisor and/or Superintendent.

This position description indicates the general nature and level of work expected of incumbent. It is not intended to be a comprehensive listing of all activities, duties and responsibilities required of incumbent. This position description is designed to illustrate the minimum requirements of the job. The performance appraisal for this position will evaluate the incumbent's ability to meet or exceed the minimum requirements of the job.

Employee Signature/Date

Supervisor Signature/Date