SUGAR SALEM SCHOOL DISTRICT #322 POLICY

TITLE: Job Description - Curriculum/Grants Director NUMBER: 5135E

NEW: October 2009

REVISED:

Responsible To: Superintendent of Schools

Contract Terms:

1. Hours per day: 8
2. Amount per day: 230.00
3. Number of Days: 220
4. Salary: Negotiable depending on experience and training
5. Length of Contract: One year

Desired Qualifications:

1. Current Idaho State teacher certification
2. Master's degree in which either the Bachelor's or Master's degree is in the applicable discipline combined with a minimum of four (4) years excellent teaching experience
3. Curriculum development experience in an educational setting
4. Grant writing experience in an educational setting
5. Strong leadership skills and personal drive
6. Desire to continue career improvement
7. Ability to implement programs to improve educational achievement
8. Ability to build partnerships with community and school organizations
9. Commitment to technological advancement
10. Familiarity with various educational models
11. Strategic planning experience
12. Strong communication skills

Essential Functions:

1. Work with principals, directors, teachers and subject matter specialists in developing curriculum consistent with district philosophy and goals.
2. Coordinate and evaluate the curricula and instructional programs and make appropriate recommendations for change and/or modification.
3. Make regular presentations to the Board and Superintendent with pertinent district testing data.
4. Insure that the curriculum is in line with Idaho State Curriculum Standards.
5. Directly supervise and evaluate the work of personnel at direction of the Superintendent in regard to the implementation and development of district curriculum.
6. React to change productively and handle other tasks as assigned.
7. Coordinate development of new and revised curriculum for the district. Organize and review the results of curriculum committees, ensuring results are consistent with district objectives.
8. Work with principals and teacher committees in organizing and coordinating grade level and department meetings in order to effect horizontal and vertical integration and articulation of the instructional program throughout the district.
9. Interpret the present curriculum and proposed curriculum changes to the board, the administration, the staff, and the general public.
10. Conduct and coordinate district-wide research and testing for measuring the effectiveness of the total educational program.
11. Keep informed on the latest research, trends, and developments in all areas of education and interpret for staff as necessary.
12. Monitor textbook and supplementary materials selection used in educational programs in the district.
13. Direct the creation of, and edit for publication, all curriculum guides and materials prepared by and to be distributed among the instructional staff.
14. Coordinate and monitor staff development and in-service activities for the education staff.
15. Upon request of principals, observe teachers in their classrooms and offer insights for the enhancement of effective instruction.
16. Assist with the implementation of the Strategic Plan.
17. Work with outside educational authorities and regulatory bodies on curriculum, instructional and learning issues, and professional development.
18. Direct the District Professional Development Team in the review, analysis and approval of professional development proposals.
19. Formulate and implement professional development activities.
20. Seek relevant grant opportunities from state, federal, private, institutional and organizational sources.
21. Write, submit, and be awarded grants beneficial to the district.
22. Maintain current information on grant and funding availability through a database with available documentation.
23. Research and pursue other funding options such as foundations and corporations.
24. Collaborate with other agencies and programs in order to access funds to serve and meet the needs of students.
25. Provide training to other staff members as needed in appropriate grant writing techniques.
26. Disseminate pertinent information regarding funding availability as appropriate.
27. Survey and continuously monitor district needs relative to available funding sources.
28. Network, as needed, with other districts and agencies such as the Department of Education, Health and Rehabilitative Services, Juvenile Justice, students, schools, and communities.
29. Design appropriate grant formats to enhance appearance and readability of grant packages.
30. Assume any and all other responsibilities as directed by the Superintendent.