



Director of Secondary Curriculum

JOB DESCRIPTION

The Director of Secondary Curriculum, under the supervision of the Deputy Associate Superintendent of Instruction and Student Services, directs, develops, coordinates, consults, and supervises instructional programs for grades 6 - 12. Also provides staff development for all areas and levels of instruction.

EDUCATIONAL AND CERTIFICATION REQUIREMENTS

- Master's degree
- Supervisor/Mid-Management/Principal Certificate required
- Five or more years successful teaching experience
- Two or more years curriculum development experience preferred

DUTIES AND RESPONSIBILITIES

1. Provides leadership in developing, expanding, revising and evaluating curriculum documents
2. Coordinates the grades 6 - 12 instructional programs to ensure sequence of subject matter and articulation between grades and levels of the school system
3. Applies findings of research and district studies to improve the content, sequence, and outcomes of the teaching/learning process
4. Assists in improving instructional programs through regular contact with department heads, periodic involvement in departmental meetings, and contacts with individual teachers
5. Reviews, recommends, disseminates instructional resources/materials to support designated programs
6. Assists department heads in assessing program strengths and weaknesses through analysis of test results and other significant data
7. Encourages and supports the development and implementation of innovative instructional programs to meet student needs
8. Acts as site director for the New Jersey Writing Project in the district
9. Coordinates and supervises the ESL and gifted programs
10. Communicates effectively with staff, students, parents, and the community by projecting a positive image that enhances the school's mission
11. Communicates and promotes high expectations for staff and students performance in an enabling and supportive fashion
12. Supports programs and actions that facilitate a positive climate for learning
13. Relates to campus-level staff in a way that conveys mutual respect and support
14. Collaborates with secondary department heads in developing campus instructional improvement plans and analyzing test data
15. Conducts annual evaluations of instructional programs to identify program strengths and weaknesses
16. Actively supports the efforts of campus-level staff to achieve campus/district goals and objectives
17. Secures consultants, specialists, community resources for principals and teachers to provide effective staff development
18. Plans and presents staff development programs for all areas and levels
19. Interviews and coordinates selection of supervised personnel with administration. Offers constructive suggestions to ensure that policies and regulations support the teaching/learning process
20. Consults with District Grant Writer for funding of special programs
21. Responsible for Career & Technology implementation
22. Responsible for Carl Perkins Grant and evaluation

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23. Coordinates local benchmark assessments
24. Demonstrates responsible fiscal control over assigned program budgets
25. Supports district and campus rules for conduct
26. Conducts conferences with parents and teachers concerning school and student issues
27. Serves on district-level advisory committees
28. Communicates district curriculum, instructional practices, goals, and accomplishments to parents and the community
29. Demonstrates a commitment to the mission of the district as it is communicated to the public
30. Projects a positive image to the school community
31. Attends campus functions as appropriate
32. Becomes actively involved in numerous local and state curriculum organization/associations
33. Represents the district at local and state subject-area supervisors' meetings
34. Disseminates ideas and information to campus administrators, department heads, and appropriate teachers
35. Develops a professional growth plan attends seminars/workshops to improve professional skills and knowledge
36. Strives to improve leadership skills through self-initiated professional development activities
37. Is responsible for Secondary Advanced Academics (including Secondary TAG, the Advanced Placement Program, and the International Baccalaureate Program)
38. Performs other duties as assigned

MENTAL DEMANDS

Ability to communicate effectively (verbal and written), interpret policies and procedures, reason, read, understand verbal instructions, analyze, differentiate, coordinate, compile, instruct, and maintain emotional control.

PHYSICAL DEMANDS

Ability to lift and/or carry moderate weight (15-44 pounds), sit, stand, walk, climb stairs or ladder, reach, repetitive hand motions, hear, speak, travel infrequently within the District and occasionally outside the district/county, may experience prolonged and irregular work hours, and work with frequent interruptions.

PAY SCALE: PE7

NUMBER OF DAYS: 226

The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.

*Revised
12/2/07*