

**CRAWFORD CENTRAL SCHOOL DISTRICT
11280 MERCER PIKE
MEADVILLE, PA 16335**

DIRECTOR OF K-12 CURRICULUM

QUALIFICATIONS:

1. A valid Pennsylvania Certification in School Administration, Letter of Eligibility, or an Advanced Degree in Curriculum and Instruction.
2. At least five (5) years successful experience in public education, which includes school instruction and/or administration/supervision.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Superintendent of Schools

JOB GOAL: The Director of K-12 Curriculum is an advocate of quality instruction and professional development; the assessment of needs of the clients; the refinement of quality instructional programs and processes; and effective communication with all constituencies about those programs and processes.

PERFORMANCE RESPONSIBILITIES:

1. Directs and empowers the professional staff and administration to develop and deliver curriculum, instructional and assessment programs.
2. Develops, implements and evaluates professional development programs for all professional staff.
3. Administers the textbook and supplementary resources selection and adoption process.
4. Coordinates the District Comprehensive Plan and coordinates the building Comprehensive Plans.
5. Contributes to the preparation and administration of the School District budgets.
6. Assists with the recruitment, selection and professional development of new school staff.

7. Attends professional development opportunities that advance professional performance and advance district goals.
8. Coordinates alternative educational programs, including but not limited to home education and alternative education.
9. Coordinates national, state and local assessment programs.
10. Chairs District Curriculum Committees assigned by the Superintendent.
11. Coordinate the use of communication vehicles in order to disseminate pertinent district information.
12. Coordinates the Educator Effectiveness K-12 program.
13. Observes teachers and instructional coaches, as requested by the principal or Superintendent, in classrooms and offers insights for enhancement of effective instruction.
14. Directs the District English as a Second Language (ESL) Program.
15. Supervises the collection, verification and data entry/recording of program information as directed by the Superintendent.
16. Works with Pennsylvania Information Management System (PIMS) Coordinators to insure report are submitted as required by the Department of Education.
17. Coordinates the District Student Assistance Program.
18. Performs such other tasks and assumes other responsibilities as assigned by the Superintendent.

TERMS OF EMPLOYMENT: Salary and benefits to be determined in accordance with the Administrative Compensation Plan established between the Act 93 Group and the Crawford Central Board of School Directors

EVALUATION: Performance will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of the Administrative Personnel.

APPROVED: September 25, 2017