

## **Killeen Independent School District Job Description**

**Job Title:** Director for Secondary Curriculum and Professional Development  
**Reports To:** Assistant Superintendent for Curriculum and Instruction  
**FLSA Status:** Exempt

### **SUMMARY**

Provides leadership in the development, implementation, and coordination of the district's seventh to twelfth grade curriculum. Responsibilities include the effective and efficient operation of the Curriculum and Professional Development Department, which includes curriculum and staff development.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

Directs collaborative development and revision of curricula to meet students' needs.

Plans, implements, and evaluates instructional programs including learning objectives, instructional strategies, and assessment techniques.

Plans the necessary time, resources and materials to support implementation of the district curriculum.

Promotes professional development that improves the knowledge of teachers, campus leadership and paraprofessionals in content knowledge and instructional practices that are scientifically based and aligned with district philosophy.

Develops and implements initiatives to promote retention of highly qualified teachers and campus leadership, including programs that provide teacher induction and mentoring.

Provides professional development support designed to improve the quality of educational leaders to include securing consultants, specialists and other resources as needed.

Assists in the implementation of teacher advancement initiatives that promote professional growth and emphasize multiple career paths, such as paths to becoming a mentor teacher, career teacher, or exemplary teacher.

Utilizes professional research and specialization skills to provide instructional leadership in curriculum planning.

Communicates the approved curriculum to the professional staff and maintains a list of approved instructional materials.

Maintains course description books to reflect graduation/promotion requirements, approved courses, credit allowed and other pertinent information useful to parents, students and staff.

Recommends the addition of new courses grade placement of courses, credit allowance for courses, and graduation/promotion requirements.

Promotes effective instruction expertise to collaborative groups of teachers and administrators.

Works with principals and teacher committees in conducting grade level, departmental/academic team meetings and vertical team meetings in order to effect the alignment of the instructional program throughout the district.

Assumes responsibility for reviewing and evaluating results of district-wide testing programs and other evaluative measures used by the schools.

Studies, evaluates, and recommends adoption of new instructional materials, methods, and programs.

Assists with specifications and budget preparation for instructional supplies, equipment, and materials, (as appropriate).

Provides instructional leadership in the textbook adoption process by assisting in the organization of textbook task forces and the planning of textbook hearings.

Coordinates the district's secondary summer school program.

Interprets curriculum to the board, the administration, the staff, and the general public.

Maintains liaison and active participation with educational leaders in curriculum and instruction at state, regional, and national levels.

Compiles budgets and cost estimates based on documented program needs.

Assists with the development and coordination of the curriculum/instructional programs budgets.

Performs other duties as assigned.

### **SUPERVISORY RESPONSIBILITIES**

Supervises employees in the Curriculum and Professional Development Department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; rewarding and disciplining employees; addressing complaints and resolving problems; evaluation of job performance to ensure effectiveness.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

### **EDUCATION and/or EXPERIENCE**

Master's degree; five years teaching experience, plus three years campus level administrator experience.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Principal Certificate required.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication

that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

**MATHEMATICAL SKILLS**

Ability to work with mathematical concepts such as probability, statistical inference, and advanced statistical theory. Ability to apply concepts such as fractions, percentages, ratios, and proportions.

**REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**OTHER SKILLS AND ABILITIES**

Ability to use a personal computer and related software packages.

**PHYSICAL DEMANDS**

While performing the duties of this job, the employee is frequently required to stand, kneel, squat, bend, stoop, push, pull, and twist. The employee must occasionally lift or carry (less than 15 pounds). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Requires considerable close up work with computer video displays.

**WORK ENVIRONMENT**

While performing the duties of this job, the work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Occasional district-wide travel to multiple campuses as assigned. The noise level in the work environment is usually quiet/moderate. Individual is expected to spend time in all school environments on at least limited bases and have some interaction with students of all ages. Work schedule extends to evening and weekends, frequently.

**Revised Date:**                    October 30, 2018

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.