

WELLSBORO AREA SCHOOL DISTRICT

TITLE: Director of Curriculum/ Principal of Academic Affairs

APPROVAL DATE: November 11, 2014; revised/approved 2018

REPORTS TO: Superintendent

PRIMARY DUTIES AND RESPONSIBILITIES of Director of Curriculum/ Principal of Academic Affairs:

1. Provide oversight in the use of approved curriculum and instructional delivery ensuring that each student meets and exceeds state and local standards.
2. Summarize, interpret, and disseminate information related to current developments in learning theory, instructional strategies, classroom management, and curriculum development.
3. Consistently promote understanding of data gathering and its use in instructional planning.
4. Implement the use of technology in daily practices to ensure learning experiences for all students consistent with the District's mission, vision, and instructional goals.
5. Provide support to principals in their role as professional developers, helping to evaluate lesson plans, observe classes and encourage the use of a variety of instructional strategies, materials, and assessments.
6. Ensure and maintain procedures for evaluation and selection of instructional materials and equipment including coordination of Curriculum Council.
7. Development of career pathways for career and college readiness including revamping graduation requirements that reflect represented pathways.
8. Development of curriculum guides.
9. Develop, maintain, and secure through grants and other available resources a collection of teacher resources including periodicals, software, and other programs related to curriculum, instruction, and technology.
10. Encourage the design of new instructional methods, testing assessments, and individual learning practices.
11. Maintain positive, cooperative, and mutually supportive relationships with all instructional staff and support personnel.
12. Provide opportunities for staff development that address the needs of the instructional program and needs of the staff, including workshops, conferences, visitations, and sessions in which the staff shares successful practices and strategies.
13. Recommend a budget to the Superintendent to meet the objectives of curriculum department.
14. Represent the school district in meetings and conferences related to curriculum, instruction, and assessments.
15. Coordinate the development, implementation, and evaluation of the Comprehensive Plan.
16. Participate in the interview and selection process of the instructional staff as appropriate.
17. Coordinate the Teacher Induction Program and district orientation programs of new teachers.

Attachment VII-D

18. Counsel with principals and teachers on matters of district-wide concerns in order to help improve their effectiveness.
19. Serve as the Chairperson of Curriculum Counsel and set meetings dates.
20. Drive socialization and understanding of district academic goals to the Board, Parents, and to the Public.
21. Perform any other duties assigned by the Superintendent.

QUALIFICATIONS:	Five (5) years of successful teaching experience Master's Degree Minimum of ten (5) years of administrative experience PA Principal Certification
PHYSICAL DEMANDS:	Ability to: reach above and below the waist, use fingers to pick, feel and grasp objects, stoop, bend and twist the body, lift and/or carry supplies and/or papers weighing no more than 20 lbs., sit, walk, stand or move throughout the building; often for extended periods of the workday, provide safe physical management (restrain) of students when necessary
SENSORY ABILITIES:	Visual acuity Auditory acuity
WORK ENVIRONMENT:	Typical office environment including all educational buildings Subject to inside and outside environmental conditions
TEMPERAMENT:	Must possess excellent interpersonal skills Must be able to work in an environment with frequent interruptions Able to make judgments and work under a high level of stress
COGNITIVE ABILITY:	Ability to communicate effectively Ability to organize tasks Ability to handle multiple tasks Ability to exercise good judgment
SPECIFIC SKILLS:	Must possess leadership skills Must possess supervisory skills Must possess computer skills Ability to operate various office equipment Must appropriately handle confidential information

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)