

**HOOD RIVER COUNTY SCHOOL DISTRICT
JOB DESCRIPTION**

Title: Director of Curriculum and Instruction
Classification: Administrative – Cabinet Level
Reports To: Superintendent
Work Year 230 Days/Year
Position Function: This is a Cabinet level position that provides supervision and oversight of the District’s instructional program. The Director of Curriculum and Instruction supervises administrative, licensed and classified staff as assigned by the Superintendent.

Job Purpose Statement/s:

This position is designed for the purposes of managing assigned operations in accordance with school policies; providing information to the Board, superintendent, staff and public; ensuring compliance to established policies, procedures and/or codes; and addressing a variety of administrative needs and processes. Major areas of responsibility include curriculum adoption, articulation and alignment, assessment, school improvement, federal programs (including but not limited to Title programs, as well as other federal and state improvement grants), talented and gifted programming, and associated professional development.

Job Qualifications & Experience:

- Oregon Administrative License.
- Masters or Doctorate Degree required.
- Degree in either Education or Curriculum and Instruction preferred.
- Administrative experience required.
- Administrative experience at the building level preferred.
- Teaching at either the elementary or secondary level required.

Skills, Knowledge and/or Abilities Required:

Skills to effectively manage personnel, programs and fiscal resources; analyze, synthesize and use educational research in decision-making; use culturally relevant leadership practices to improve student achievement and staff functioning; communicate effectively orally and in writing; implement creative solutions to complex problems; utilize current technology; help those around them succeed at a high level.

Knowledge of research on effective instruction, curriculum, staff development; use of assessment data for school improvement; best practices in staff development, grant writing, budget management, education law, and district policies.

Abilities to provide direction to others and make independent judgments; keep and maintain accurate records; effectively manage multiple priorities and meet deadlines; communicate effectively with individuals of varied cultural and educational backgrounds;; attend meetings, locally and state-wide; sit for prolonged periods; maintain predictable and consistent attendance

Licenses, Certifications, Bonding, and/or Testing Required: Oregon Administrative credential, Valid Driver’s License and evidence of insurability, Criminal Justice Fingerprint Clearance, district drug screen, BBP training

Essential Job Functions:

1. **Develops and manages** programs, policies and procedures for the purpose of:
 - Increasing student learning;
 - Increasing staff effectiveness;
 - Compliance with Federal and state education law and regulation requirements;
 - Compliance with Board policies;
 - Compliance with District and State Instructional Standards.
2. **Prepares timely** reports for the purpose of providing information to the Oregon Department of Education, Board, the Superintendent, staff and the public.

3. **Develops and delivers** curriculum and staff development presentations, materials, forms and processes for the purpose of communication with instructional staff and meeting Federal and State requirements and district policies.
4. **Recommends** solutions to a variety of complex issues for the purpose of addressing district needs and responsibilities of the department.
5. **Attends** district, school, parent, community, ESD and state meetings as assigned for the purpose of conveying and/or gathering information required by programs.
6. **Researches** information (e.g. education code, legal decisions, district practices, educational research) for the purpose of analyzing potential implications, making recommendations and/or addressing a variety of other administrative needs.
7. **Recruits, selects, supervises and evaluates** staff assigned to the programs, for the purpose of accomplishing program goals.
8. **Collaborates** with District personnel, community groups and peers in other districts for the purpose of implementing and maintaining services and/or programs.
9. **Develops** proposals and grants for the purpose of implementing new programs.
10. **Facilitates** communication and coordination among instructional staff for the purpose of meeting curriculum guidelines and ensuring that state mandates are achieved.
11. **Develops** budgets; monitors spending for the purpose of achieving program objectives efficiently. Must be able to manage a large and complex budget.
12. **Advices** Superintendent for the purpose of administrative functions.

PHYSICAL REQUIREMENTS:

1. In an eight-hour day employee may:

a. Stand/Walk	<input type="checkbox"/> None	<input checked="" type="checkbox"/> 1-4 hrs	<input type="checkbox"/> 4-6 hrs	<input type="checkbox"/> 6-8 hrs
b. Sit	<input type="checkbox"/> None	<input type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input checked="" type="checkbox"/> 5-8 hrs
c. Drive	<input type="checkbox"/> None	<input type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input checked="" type="checkbox"/> 5-8 hrs
2. Employee may use hands for repetitive:

<input checked="" type="checkbox"/> Single Grasping	<input checked="" type="checkbox"/> Pushing and Pulling	<input checked="" type="checkbox"/> Fine Manipulation
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3. Employee may use feet for repetitive movement as in operating foot controls:

<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
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4. Employee may need to:

a. Bend	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
b. Squat	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
c. Climb Stairs	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
d. Lift	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
5. Lifting:

<input type="checkbox"/> Sedentary Work: Lifting 10 pounds occasionally with frequent sitting and occasional standing/walking.
<input type="checkbox"/> Light Work: Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.
<input checked="" type="checkbox"/> Medium Work: Lifting 50 occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
<input type="checkbox"/> Medium Heavy Work: Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
<input type="checkbox"/> Heavy Work: Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

Mandatory Child Abuse Reporting

As mandatory reporter (ORS.419b.010) you are required to immediately report to Law Enforcement and or Department of Human Services, any instances of suspected child abuse.

I, _____ have read and received a copy of this job description, and
(Print Name) understand that a copy of this job description will become part
of my personnel file.

Employee Signature

Date