



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	Director of Curriculum and Instruction
Payroll/Personnel Type:	12 Month
Job #:	8643
Reports to:	Deputy Superintendent of Academics/Chief Academic Officer
Shift Length:	8 Hours a Day
Union Eligibility:	Not Eligible

Position Summary:

Under the direction of the Deputy Superintendent for Academic Services, and in collaboration with other staff, the Executive Director of Curriculum and Instruction is responsible for leading the design, planning, development, implementation, and monitoring of district-wide curriculum and instructional programs for PreK-12 across content areas. The Executive Director of Curriculum and Instruction will supervise and lead staff in collecting and utilizing stakeholder feedback to ensure continuous improvement of PreK-12 curriculum and instruction. The Executive Director will work closely with all members of the Academic team on policy development and planning to improve overall program effectiveness.

Essential Functions:

- Provide leadership in developing a comprehensive plan for curriculum management, including the design, delivery, monitoring, student and program evaluation
- Identify needs for PreK-12 curriculum development and program improvement
- Design and conduct reviews of new and existing PreK-12 instructional programs
- Participate in the selection and evaluation process of staff
- Assist with the development and management of the budget for the PreK-12 curriculum programs
- Establish process for preparing new curriculum offerings and present them to the Board of Education for approval
- Work collaboratively with assessment department to collect and analyze data to improve products and services delivered to schools to support student achievement
- Promote research and benchmarking to identify effective research-based programs and practices
- Identify and apply proven, research-based methods and strategies for development of curriculum, instructional programs, and assessments
- Work with specialists and school staff in monitoring and evaluating implementation of the instructional program in the assigned areas; advise principals, resource teachers, and new classroom teachers regarding instructional related concerns, problems, and/or adjustments to new situations/curriculum
- Supervise the evaluation and selection of textbooks, instructional materials and equipment; collaborate in the development of plans for new and renovated facilities; coordinate articulation of curriculum between grade and school levels
- Plan and manage curricular and instructional improvements and disseminate information about successful practices
- Remain abreast and knowledgeable of national and state trends in program areas to obtain information for essential program improvements
- Review best practices, recent literature, and research studies and reports
- Evaluate findings and submit recommendation for changes or modifications to improve existing programs
- Articulate SLPS's vision and goals to a range of audiences and stakeholders regarding PreK-12 curriculum



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

- Collaborate with community and school groups to build their understanding of PreK-12 curriculum and instruction
- Hold high expectations for staff and use the performance appraisal as a professional growth model to build capacity of individuals supervised
- Apply effective processes for decision-making and problem-solving
- Support school-based media programs by assisting school media staff and develop collections to support the instructional programs
- Plan, coordinate and support all instructional use of technology by students, teachers and administrators
- Administer the Board policy on the evaluation and selection of instructional materials
- Procure and distribute instructional materials and assist school staff in the utilization of instructional resources
- Direct the writing, editing and printing of courses of study, curriculum guides, and pacing guides for teachers to use at all grade levels

Knowledge, Skills, and Abilities:

- Apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions
- Ability to increase responsibility and leadership in the position
- Ability to use systems thinking to establish clear goals aligned with local, state, and national mandates
- Ability to align curriculum, assessment, and instruction with local, state, national, and international standards
- Ability to manage people and projects in order to deliver quality products within tight timelines
- Ability to interpret instructions furnished in written or oral form
- Ability to effectively work and interact with others

Experience:

- Five to seven years in the design, development and implementation of best practices in curriculum and instruction
- Five years of experience as a master classroom teacher, preferably across school levels
- Five years or more of supervisory experience
- Successful experience as a curriculum coordinator and/or principal
- Experience in designing curriculum and assessments preferred
- Experience providing leadership in designing, planning and implementing instructional programs
- Excellent oral and written communication skills required to prepare comprehensive reports and presentations
- Experience in conducting employee performance appraisals
- Excellent interpersonal skills and ability to interact with individuals and groups representing diverse perspectives
- Excellent conceptual, analytical, organizational and managerial skills

Education:

- Master's Degree (required)



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

- Doctorate Degree (preferred) from and accredited college or university with specialization in the area of curriculum and/or administration. Any other applicable endorsements from accredited college or university

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

Employee	Date	Immediate Supervisor	Date
Human Resources	Date		

In connection with hiring for this position, the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.