



Pickens County Schools

Job Descriptions

DIRECTOR OF CURRICULUM

Title/Position: Director of Curriculum and School Improvement

Retirement: Teacher Retirement System of Georgia

Terms of Employment: 240 Days

Reports to: Chief Academic Officer

Qualifications:

1. Education Specialist degree or higher from an accredited college or university preferred
2. Current Georgia Leadership Certificate or its equivalent
3. Successful experience in a school or central office leadership position
4. Such alternatives to the Board may find appropriate and acceptable.

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's Policy on evaluation.

RESPONSIBILITIES

- Provide leadership in the ongoing development and improvement of the K-12 instructional program of the district.
- Administers the development and implementation of instructional programs.
- Oversees professional development activities for the district's schools. Ensures professional development programs address the district's curriculum needs.
- Furthers the district's professional development needs through creating and sustaining professional learning communities as needed.
- Participates in the selection of textbooks and provides guidance concerning textbooks and other instructional material usage.
- Works with the principal to provide guidance to the district's Academic Coaches.
- Works with the principal to provide guidance to the district's Media Specialists.
- Works with the principal to provide guidance to the district's Gifted Coordinator and provides guidance in the schools' gifted curriculum.
- Reviews and evaluate results from program improvement and driving instruction.
- Assists principals and teachers in understanding and promoting the educational objectives of the district.
- Participates in professional meetings, educational conferences, and professional development opportunities.
- Participates in the development of the district's strategic plan and AdvancED report for district accreditation as well as federal, state, and local grant funding.

- Assist in the district school improvement meetings.
- Supports the implementation of state initiatives.
- Assures the implementation of state standards through research-based instructional practices.
- Works in conjunction with school and district staff to coordinate and monitor the sex education program for the district.
- Other duties as assigned.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.

FLSA Status: Exempt