

**GREGORY-PORTLAND INDEPENDENT SCHOOL DISTRICT
JOB DESCRIPTION**

Job Title: Executive Director for Curriculum & Instruction

Wage/Hour Status: Exempt

Reports to: Deputy Superintendent

Admin/Prof Pay Grade: 109 (226 Days)

Dept./School: Central Administration

Date Revised: 06/30/2022

Primary Purpose:

Evaluate and provide leadership for the overall instructional program of the district. Responsible for the effective and efficient operation of the Curriculum & Instruction Division, which includes supervision of Curriculum & Instruction, Special Education, Technology Department, State & Federal Programs (Grants), Assessment, Accountability, Instructional Technology, Guidance & Counseling, District Improvement Plan, Teaching & Learning Professional Development, DSBDM.

Qualifications:

Education/Certification:

Master's degree in education administration
Valid Texas Administrator's Certificate

Special Knowledge/Skills:

Working knowledge of curriculum, instruction, assessment, accountability and other related programs
Ability to evaluate instructional programs and teaching effectiveness
Ability to manage budget and personnel
Ability to implement policy and procedures
Ability to interpret data
Strong organizational, communication, and interpersonal skills
Bilingual, preferred

Experience:

Five years of central office experience in the area of Curriculum and Instruction, preferred
Three years as a campus principal preferred,
Instructional Technology experience preferred

Major Responsibilities and Duties:

Instructional and Program Management

1. Apply the findings of research and district studies to improve the content, sequence, and outcomes of the teaching and learning process: evaluation of programs and framework of programs
2. Utilize knowledge of curriculum content and the curriculum development process to facilitate teacher development of appropriate learning experiences for students.
3. Plan, implement, and evaluate Texas Essential Knowledge Skills based instructional programs with teachers and principals, including learning objectives, instructional strategies and assessment techniques
4. Work with appropriate staff to develop, maintain, and revise curriculum documents based on systemic review analysis.
5. Coordinate and collaborate with the Executive Director for School Leadership to ensure campuses are aligned with the district's instructional expectations.
6. Coordinate the ordering and use of instructional materials including textbook adoption and instructional technology resources for the district.
7. Coordinate the use of technology including virtual and digital learning in the educational delivery system to students and staff.
8. Ensure an effective and efficient Technology Department through the supervision of the Director of Technology.

9. Ensure an effective and efficient Special Education Program through the supervision of the Director of Special Education.
10. Direct and manage RTI programs and services to meet students' needs.
11. Ensure an effective and efficient State and Federal Programs through the supervision of the State and Federal Programs Coordinator.
12. Ensure effective and efficient Assessment, Accountability and Social and Emotional Programs for the district through the supervision of the Assessment, Accountability and SEL Director.
13. Ensure an effective and efficient implementation of a Learning Framework for the district through instructional content programs to achieve identified needs.
14. Ensure effective and efficient CTE Programs for the district through the supervision of the CTE Coordinator.
15. Plan and manage professional development for all teaching and learning staff. Secure consultants, specialists, and other resources for principals and supervised staff to assist in attaining objectives.
16. Use the vision and mission of the school district, program evaluation outcomes, input from teachers and others to provide effective staff development activities.
17. Manage and lead the Shared Decision-Making Committee with the Deputy Superintendent.
18. Develop and manage the district's improvement plan along with the appropriate stakeholders.
19. Ensure effective school leadership in the areas of curriculum, instructional delivery and accountability.

Policy, Reports, and Law

20. Distribute all state generated reports related to student and district performance to campus principals, administrative staff and board members.
21. Coordinate and ensure legal compliance in administering all state required testing.
22. Compile, maintain, and file all physical and computerized reports, records, and other documents required.

Budget

23. Administer the Curriculum and Instruction, CTE, Special Education, Accountability & Assessment, Federal & Special Programs, Technology budgets and ensure that programs are cost effective and funds are managed prudently.
24. Compile budgets and cost estimates based on documented program needs.

Personnel Management

25. Prepare, review, and revise job descriptions for all areas under this position's responsibility.
26. Develop training options and/or improvement plans to ensure exemplary academic performance.
27. Evaluate job performance of employees to ensure effectiveness.

Community Relations and Communications

28. Monitor professional research and disseminate ideas and information to other professionals.
29. Articulate the district's mission, instructional philosophy, and curriculum implementation strategies to the community and solicit its support in realizing district's mission.
30. Assist in communicating information to parent and community members about programs.

31. Use effective communications skills to present information accurately and clearly.

Professional Growth and Development

32. Utilize information provided through formal and informal assessment data and a professional growth plan to improve professional skills and knowledge.
33. Participate in professional organizations, disseminates ideas and information or other professionals, and provides leadership in identifying trends and opportunities, as well as solving problems facing the profession.
34. Performs duties in a professional, ethical, and responsible manner as defined in the TEA Code of Ethics for Educators.

Other

35. Follow district safety protocols and emergency procedures.
36. Has regular in person attendance and complies with notification procedures for absences.
37. Perform other duties as assigned.

Supervisory Responsibilities:

Supervise and evaluate the performance of assigned staff to the Curriculum and Instruction Division such as

Director of Technology
Director of Special Education
Director of Assessment & Accountability
Coordinators of Instructional Services
Coordinator of Federal & State Programs
CTE Coordinator
Instructional Technology Specialists
Support Staff Assigned

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Occasional district and statewide travel; occasional prolonged and irregular hours.

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