

**RIPON AREA SCHOOL DISTRICT  
Job Description**

Department: Administration

Job Title: Curriculum Director

Qualifications: Licensure: Must be licensed as a Director of Instruction (10) or in the process of obtaining the license in the time frame specified by the Board of Education.

Education Level: A minimum of three years' experience in teaching, administration, and/or supervisory roles in education. Master's Degree in Administration.

Experience: Background broad general knowledge of curriculum, curriculum development and best instructional practices; strong academic preparation; leadership ability; the ability to work effectively with others; ability to make critical evaluations or suggestions for improving the curriculum; knowledge and experience pertaining to curriculum research.

Other Requirements: Ability to effectively present information, communicate positively and respond to questions from administration, Board of Education, staff, students, parents, and the general public in a pleasant manner. Ability to motivate, guide, and supervise staff. Ability to handle stressful situations, organize and maintain numerous details, work independently. Ability to respond to change and frequent interruptions in a productive and positive manner while meeting deadlines as assigned. Ability to maintain confidentiality in all phases of position. Ability to effectively use multiple technologies for communication, job-embedded learning, data analysis, and work efficiency. Ability to work unsupervised and make risk decisions.

Reports to: Superintendent of Schools

Supervises: Directly or indirectly Curriculum Secretary, K-5 Gifted and Talented Teacher, English Language Learners teachers and staff

Job Goals: To direct the development and refinement of the district's preK-12 curriculum, assessment and instruction. To work in conjunction with the Superintendent and other administrators to ensure a comprehensive continuum of services that ensures success for all students within a Response to Intervention (RtI) system.

Essential Job Functions/Responsibilities:

1. Demonstrates commitment to the education of children by supporting the organizational vision, mission, guiding principles, and strategic direction.

2. Plans, develops, implements and evaluates the preK-12 instructional program and ensures the program's compliance with district, state, and federal guidelines as well as current research and best practice.
3. Fosters instructional program and services improvement through curriculum development and technology integration
4. Coordinates the development and monitors the implementation of all course content, skill, knowledge and performance areas, scope and sequence, and articulation of the curriculum in the District Pre-K-12.
5. Coordinates the development and monitors the implementation of a balanced pre-k-12 assessment system that meets the expectations of Rtl. Serves as the District Assessment Coordinator.
6. Assumes responsibility for the documentation and dissemination of all curricula and for a Board approval process for all new and revised/updated curricula.
7. Guides and collaborate with the staff in the selection of instructional materials and resources, their modification, revision, deletion, organizational pattern and use, including a process for their systematic replacement and updating.
8. Lead and collaborate with the staff in the identification, development of, training in and implementation of instructional methods appropriate to the respective curricula they support which are aimed at the continuous improvement of student achievement and expansion of the instructional repertoire.
9. Assume responsibility for District compliance with local, state and federal regulations governing all non-EEN instructional programs, including timely filing of reports and maintenance of records.
10. Coordinates and maintains the state mandated Educator Effectiveness Program and mentor program for new teachers.
11. Collaborates with staff and parents, oversee and lead the development and implementation of a program of instruction which will meet both the group and individual needs of gifted/talented students.
12. Collaborates with staff and parents, oversee and lead the development and implementation of a program of instruction which will meet both the group and individual needs of students identified as English Language Learners (ELL).
13. Coordinates and monitors the development, writing, timely submission, and implementation of ESEA grants and quarterly claim submissions.
14. Supports the Technology Director in developing technology-driven instructional applications.
15. Collaborates with the staff to develop and maintain a program of continuous staff training/retraining in support of student achievement and other District and approved building goals.
16. Assists in the development of and administer all budgets related to curriculum, instructional programs, assessment, staff development, and grants.
17. Meet regularly with building principals regarding building level curriculum
18. Executed all budgeting, accounting, and business procedures related to curriculum, assessment and instruction appropriately according to District and Board policies as well as local, state and federal regulations.
19. Act as adviser to the District Superintendent on all questions relating to curriculum, assessment, and instructional affairs of the District.
20. Assists in establishing and maintaining good relations with civic, professional, service, parent organizations, legislators and the community in general; and by having an active interest and involvement in community activities.

- 21. Engages in professional growth activities to enhance job performance and/or meet changing job requirements.
- 22. Performs other duties as assigned by the Superintendent.

Terms of Employment:                      The term of employment for the Curriculum Director shall be July 1 to June 30 of each year, or as otherwise decided by the Board of Education in accordance with applicable Wisconsin law.

Evaluation:                                      Performance shall be evaluated annually, in accordance with provisions of the Board of Education policy on administrative personnel.

I read and understand this job description and can fulfill the essential functions listed.

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Signature

\_\_\_\_\_  
Date

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Print Name