



## **JOB DESCRIPTION**

### **Director of Elementary Curriculum**

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4. Communicate and promote expectation for high-level performance from staff and students; hold staff and students accountable for high performance; recognize excellence and achievement.
5. Articulate a clear direction for all students and staff; articulate a positive image of the school district and school district personnel.
6. Assist and monitor the coordination, implementation, and evaluation of curriculum, instruction, and assessment.
7. Work with appropriate staff to develop, maintain, and revise curriculum documents based on systematic review and analysis.
8. Prepare summaries, reports, and analysis of data interpretation.
9. Conduct ongoing staff development to support curriculum, instruction, and assessment goals.
10. Use data to determine curriculum gaps.
11. Establish a strategic plan to implement and monitor district-wide systems to support Common Core, STEAM, PBL Project-Based Learning, and technology integration.
12. Provide training regarding appropriate test administration procedures for all district and state tests.
13. Organize and provide logistical support for testing activities, including the publication of testing schedules, training schedules, written instructions, distribution of required materials, and the collection of completed instruments and tests.
14. Be responsible for test materials to include inventorying, counting, packaging, distributing, and tracking test materials, before, during, and after testing.
15. Stay current on state and federal legislation that impacts accountability and testing.
16. Develop and maintain database of all academic assessments of all standardized tests.
17. Serve as the district test coordinator.
18. Maintain and collect documentation for state accountability testing.
19. Process all student assessment results including timely distribution of school reports and district-level reports.

20. Serve as the liaison for the Learning Institute.
21. Effectively collaborate with and serve as liaison between instructional facilitators regarding student assessment, improvement planning, and curriculum and instruction.
22. Assist with the alignment of curriculum for the purpose of interim assessments.
23. Coordinate the planning, design, development, and implementation, and evaluation of TASD tutoring services.
24. Maintain accurate records of TASD tutoring services including enrollment, budget, teacher time clock, and student academic growth.
25. Review and analyze data, including student achievement data, to examine instructional program effectiveness.
26. Perform other duties as assigned.

**WORKING CONDITIONS:**

**Mental Demands:**

Ability to communicate effectively (verbally and written); interpret policy, procedures, and data; coordinate functions; maintain emotional control under stress; maintain a clear focus on customer service; ability to manage others in a non-coercive manner

**Physical Demands:**

Frequent district-wide and occasional state-wide travel; occasional prolonged and irregular hours; ability to lift and carry 50 lbs.

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Date Adopted: July 21, 2015

Last Revised:

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

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Employee

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Date

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Supervisor

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Date