

Director of Curriculum and Educational Programming

Purpose Statement

*Applications will only be accepted on the Hazelwood School District employment page [Hazelwood School District Employment page link](#)

The job of Director of Curriculum and Educational Programming is done for the purpose/s of directing the curriculum program and services; collaborating with the Assistant Superintendent of Curriculum & Middle School Education; researching, developing, implementing and monitoring District Instructional programs; providing leadership; serving as a resource to others; achieving defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with established guidelines; ensuring high quality curriculum, programming and professional development; and serving on the Superintendent's leadership team.

This job reports to Assistant Superintendent

Essential Functions

- Collaborates with internal and external personnel (e.g. other administrators, Board of Education, auditors, public agencies, community members, etc.) for the purpose of implementing and maintaining services and programs.
- Compiles data from a variety of sources (e.g. Professional Development assessment, a variety of reading and learning programs, pilot curriculum and instructional programs, etc.) for the purpose of evaluating district curriculum and services, developing programs and services and complying with financial, legal and administrative requirements.
- Coordinates program components, support needs and materials (e.g. all District Coordinators and Coaches, effective educational outcomes planning, necessary inventory for instruction, professional development, curriculum implementation, etc.) for the purpose of ensuring quality and effective curriculum development and educational programming.
- Directs department operations; the maintenance of services and the implementation of new programs and processes for the purpose of ensuring viable curriculum offerings, instructional skills, adequate resources, within established timeframes and in compliance with District requirements.
- Facilitates meetings, workshops, seminars, etc. (e.g. personnel actions, financial procedures, regulatory requirements, community involvement, actions involving outside agencies, interdepartmental needs, etc.) for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as a District representative.
- Implements assigned programs and projects (e.g. implementing program in all disciplines, etc.) for the purpose of conforming to district and state curriculum and/or instructional objectives.
- Manages curriculum content (e.g. working Curriculum team; working with assistant superintendents; working with curriculum coordinators and coaches, etc.) for the purpose of ensuring implementation of quality curriculum programs, and complying with District goals, state regulations.
- Monitors budget allocations, expenditures, fund balances and related financial activities for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed.
- Oversees assigned program and/or departmental responsibilities (e.g. agency policies and procedures, grant guidelines, state & federal regulations, pilot programs, evaluation of coordinators and coaches, etc.) for the purpose of achieving outcomes in relation to organizational objectives, and ensuring compliance to legal requirements.

- Oversees instructional District instructional coaching program for the purpose of improving curriculum instruction, and assessment practices in District schools and classrooms.
- Participates in meetings (e.g. professional associations, professional networks, workshops, seminars, conferences, District meetings, Board of Education meetings, cabinet meetings, etc.) for the purpose of conveying and gathering information regarding a wide variety of subjects addressing educational reform, school improvement and instructional issues.
- Performs personnel functions (e.g. interviewing, evaluating, training, supervising, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget.
- Prepares a wide variety of written materials (e.g. quantity reports, student activities, correspondence, internal audits, grant reviews, etc.) for the purpose of documenting activities, providing written reference, and conveying information.
- Presents information on a variety of topics (e.g. current practices, methods, curriculum guidelines, etc.) for the purpose of providing leadership, conveying information and recommendations regarding district curriculum.
- Researches a variety of topics (e.g. current practices, instructional materials, methods, curriculum guidelines, trends, new learning programs in a variety of disciplines, etc.) for the purpose of developing new programs and master plans.
- Responds to issues and inquiries (e.g. from school district administrators, parents, and educators regarding educational reform, school improvement efforts and providing special education for students with disabilities, etc.) for the purpose of identifying relevant issues and recommending or implementing a plan of action that will efficiently resolve the issue.

Marginal Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using a variety of software applications; planning and managing projects; communicating effectively with students, administrators, coordinators, instructors, coaches, and members of the community; preparing and maintaining accurate records; analyzing budgets; analyzing data; applying assessment instruments; classifying data and/or information; comparing results; conducting interviews; conducting meetings; counseling and mentoring employees; critical observation; estimating required resources; and facilitating meetings.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent laws, codes, policies, and/or regulations; personnel processes; curriculum discipline; Missouri Learning Standards; curriculum adoption processes; program planning and development; various instructional models including the integration of technology; principles of best social work practices; adult learning styles and the change process; business telephone etiquette; cost/fund accounting; community resources; and stages of child development.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of types of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing

work priorities; implementing research-based and evidence-based instructional strategies; implementing professional learning strategies; networking; meeting deadlines and schedules; setting priorities; working as part of a team; working with detailed information/data; analyzing issues and determining appropriate course of action; diffusing argumentative behavior; displaying tact and courtesy; multitasking; and organizing tasks.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing major organizational components; supervising the use of funds. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience within a specialized field with increasing levels of responsibility is required.

Education (Minimum): Master's degree in job-related area.

Education (Preferred): Master's Degree in Curriculum

Salary: Based on experience per administrative salary schedule (plus \$2,000.00 stipend for doctorate). Current salary range for the 2024-2025 school year- **\$109,294.00-\$153,305.00**

Required Testing

None Specified

Certificates and Licenses

Administrators Credential
Teaching Credential

Continuing Educ. / Training

Maintains Certificates and/or Licenses

Clearances

None Specified

FLSA Status

Exempt

Approval Date

Salary Grade

Revised Date