

MORRIS SCHOOL DISTRICT
Job Description

Title: Director of Curriculum and Instruction

Reports To: Superintendent

Qualifications:

- NJ Standard Principal Certification
- Proven educational leadership and excellent communication skills required

Job Goal

The Director of Curriculum and Instruction will provide leadership and vision in the ongoing planning, development, implementation, review and evaluation of the district's curriculum, instruction and programs for grades K-12. The Director of Curriculum and Instruction ensures that the district/school education objectives are aligned to state frameworks and to instructional practices that yield the highest standards of student achievement and instructional excellence.

ESSENTIAL FUNCTIONS:

1. Develop, coordinate, supervise and evaluate the district's K-12 curriculum.
2. Assist in the oversight of federal or state aid programs including but not limited to Title I, Title II and Title III programs as they relate to K-12 instruction and programs.
3. Promote, direct and facilitate meetings and professional development opportunities for K-12 staff and administration including special area subjects.
4. Supervise the administration of all state and local testing programs within the district, including the creation of an annual district-wide assessment calendar.
5. Provide leadership in the analysis of NJ Performance reports, NJ State Standardized Assessment scores and district benchmark assessments for all subgroups in the Morris School District.
6. Work collaboratively with administration at all levels to provide input on the development of student achievement goals.
7. Work collaboratively with the Director of Technology Integration to support all aspects of district instructional and curriculum integration of technology.
8. Collaborate with school based administration to facilitate horizontal and vertical articulation between transitional grades.
9. Provide direction to the BOE Curriculum Committee meetings and report to the board on curriculum, instruction, and assessment matters. Collaborate with the curriculum committee chair person to establish meeting agendas and priorities.
10. Supervise, observe and evaluate teachers throughout the district.

11. Recommend a budget to meet the objectives of the district and curriculum department goals and operate consistently within the approved budget.
12. Establish an open line of communication with community stakeholders and work collaboratively with principals to facilitate parent and community involvement in school activities.
13. Coordinate and lead workshops for parents that promote academic achievement, health and wellness and college/career readiness.
14. Perform any other duties assigned by the Superintendent.

Term Of Employment: 12- Months, full time

Re-established : August 24, 2020
Abolished : May 6, 2019
Approved : May 14, 2007
By: Board of Education
Morris School District