

Qualifications:	<p>Master's Degree</p> <p>Certificate – Teaching</p> <p>Experience – previous experience as administrator and/or supervisor preferred</p>
Reporting To:	<p>Director of K-8 and Gifted Instruction,</p>
Job Goals:	<p>To provide leadership in the development, implementation and coordination of matters pertaining to the curriculum K-12 for our member school districts.</p>
Performance Responsibilities:	<ol style="list-style-type: none"> 1. Studies curriculum instruction and assessment practices on a continuing basis both horizontally and vertically. Reviews, revises and develops courses of study. Serves as a chairperson or in leadership position in the development of specific courses of study; 2. Studies textbooks and supplementary materials with the assistance of local personnel appointed by the local school administrator and reports results of such studies for the final consideration by the local administrator. Formal adoption of textbooks is the responsibility of the Board; 3. Consults, plans, and meets with member district administrators requested on matters relating to improvement of instruction exclusive to teacher evaluation; 4. Makes classroom observations solely for the improvement of instruction and consults with teacher regarding the proper implementation of curriculum practices and material; 5. Serves as a resource consultant to administrators and teachers; 6. Serves as a resource consultant in planning and conducting staff development programs for teachers and administrators; 7. Consults on a cooperative basis with other county and state personnel in developing publications and shares resource and supplementary material; 8. Attends and/or participates in professional workshops and/or conferences which relate to matters concerning curriculum, instruction and assessment; 9. Serves assigned member school district(s) as a leader in matters pertaining to development and implementation of curriculum, appropriate instructional strategies and offers guidance and assistance in assessment procedures; 10. Provides an annual report in writing to the Director of Curriculum Services, Superintendent or designee; 11. Such other duties as may be assigned by the Director and/or Superintendent or designee.
Physical/Mental/ Work Hazards	<p>Works in school buildings under a fast-paced sometimes stressful environment requiring standing, walking, lifting, bending, reaching, pulling, and grasping.</p>
Travel Requirements	<p>Travel to school buildings, city/state agencies and professional meetings as required.</p>
Evaluation:	<p>Performance of this job will be evaluated in accordance with provisions of the Allen County Board policy on evaluation of certificated personnel.</p>

February 2022