

## Chittenden Central Supervisory Union Job Description

<b>JOB TITLE:</b>	<b>Executive Director of Curriculum, Instruction and Assessment</b>
<b>FLSA STATUS:</b>	<b>Exempt</b>
<b>UPDATED:</b>	<b>January 15, 2003</b>

**POSITION OBJECTIVES:** To coordinate the curriculum, assessment, instruction and staff development of the CCSU and its affiliated school districts.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

### Curriculum Position Responsibilities

- Plans and coordinates the development, implementation and evaluation of the K-12 sequential program of studies (curriculum).
- Keep abreast of the literature and research on curriculum and student evaluation.
- Directs teacher supervision/evaluation program in the district.
- Maintains liaison and active participation with educational leaders in curriculum at the state and national levels.
- Monitors school progress in meeting the mandates of the Vermont School Quality Standards.

### Instruction

- Coordinates the formulation of a philosophy and objectives for the instructional program.
- Directs the development, implementation and evaluation of curriculum and instructional services.
- Develops and coordinates the sections of the budget that pertain to curriculum and instruction.
- Directs the development, implementation and evaluation of preservice and inservice training programs for professional and non-professional staff.
- Communicates the approved curriculum to the professional staff and maintains a list of approved instructional materials.
- Observes teachers in the classroom upon request of principals and offers insight for the enhancement of teaching and learning.
- Directs the administration, review and evaluation of results of district-wide testing programs and other evaluative measures used.
- Studies, evaluates and recommends adoption of new instructional materials, methods and programs and assists in budget development to support these.
- Develops all applications for Federal or Grant funds.

### **SUPERVISION RECEIVED:**

Reports to the Co-Chiefs of Instruction.

### **SUPERVISORY RESPONSIBILITIES:**

Trains and assigns/coordinates the activities of teaching and support staff; may advise on hiring and performance appraisal to a limited extent.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

- Education and Experience. Masters Degree in Education or other appropriate discipline plus 3-5 years of relevant experience, or a combination of education and experience from which comparable knowledge and skills are acquired.

- Certifications and Licenses. Valid Vermont Professional Educator’s License required, Administrative Endorsement preferred.
- Language Skills. Ability to read, analyze, and interpret the complex scientific, educational, technical journals, financial reports, and legal documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to effectively present information to top management, public groups, and school board members.
- Mathematical Skills. Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Computer Skills and Experience. Experience and proficient computer skills in word processing, spreadsheet and database programs required. Experience with Microsoft Office preferred.
- Reasoning Ability/Mental Requirements. Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Communication & Interpersonal Skills. Ability to communicate courteously, efficiently and effectively with a variety of individuals, including students, faculty, administrators, parents, and representatives of outside organizations. Ability to work cooperatively and effectively with peers, subordinates, supervisors, parents, and outside agencies.

**PHYSICAL EFFORT AND STRESS.**

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel and talk and hear. The employee is occasionally required to reach with hands and arms; stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORKING CONDITIONS:**

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually low to moderate.

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 This general outline illustrates the type of work, which characterizes the Job Classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.