



Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title:	Director of Curriculum & Instruction	FLSA Status:	Exempt
Job Family:	Certified Administrative	Pay Range:	A/P – Grade J
Prepared/Revised Date:	July 5, 2023	Job Code:	10401
		Days:	260

SUMMARY: Provide district vision and administrative leadership in curriculum and instruction to support attainment of the PSD Vision, Mission, Ends, Strategic Plan priorities, and the Standards-Based Teaching and Learning Framework competencies. Responsible for organizing, coordinating, implementing, and evaluating the total curriculum with particular emphasis on the articulation of the program between elementary schools and secondary schools. Work with the Superintendent’s Cabinet, Leadership Teams, Principals, and Curriculum Facilitators to further develop, refine and communicate the vision and district model for Pre-K-12 curriculum. Work collaboratively with the assessment team to develop and select appropriate assessment instruments to meet a variety of school and classroom needs. Establish and communicate procedures, processes and policies for curriculum selection and implementation. In collaboration with multiple department leadership teams, implement effective Multi-Tiered System of Supports (MTSS) processes systemwide.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Description of Job Tasks
1. Provide vision and administrative leadership regarding curriculum and instruction that supports attaining optimal student outcomes.
2. Research and implement current instructional practices to support curriculum.
3. Coordinate development of new and revised curriculum for the district. Organize and review the results of curriculum committees, ensuring results are consistent with district objectives.
4. Oversee facilitation of all textbook adoption processes.
5. Monitor textbook and supplementary materials selection used in educational programs in the district.
6. Direct the creation of and edit for publication all curriculum guides and materials prepared by and to be distributed among the instructional staff.
7. Work with staff, parents, and community groups to solve curriculum issues, needs, and build knowledge base.
8. Work collaboratively with IT in the use and distribution of instructional equipment and materials for the district.
9. Administer post-secondary options through ongoing work with counselors, parents, students, and colleges and/or universities.
10. Keep abreast of all new instructional materials and evaluate these materials in terms of their effectiveness as teaching aids in the educational program.
11. Hire, supervise, and evaluate licensed and classified staff.
12. Prepare and submit reports to the Chief Institutional Effectiveness Officer, Superintendent, and the Board of Education relating to the impact of curriculum implementation.
13. Oversee curriculum department budget.
14. Work collaboratively with Assistant Superintendents and district level leadership teams in addressing district curriculum needs.
15. Collaborate with Integrated Services and other departments to develop, implement, and provide educator support associated with an effective Multi-Tiered System of Supports (MTSS).



16. Provide vision and administrative oversight of district and school libraries and media centers.
17. Collaborate with Information Technology leadership teams in guiding vision and administration of Education Technology to support student learning.
18. Attend work and arrive in a timely manner.
19. Perform other duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- Master’s degree in Educational Administration or Curriculum Development required, Ed.D. or Ph.D. preferred
- A minimum of five years of building administration required
- Equivalent combination of education and experience acceptable

LICENSES, REGISTRATIONS, or CERTIFICATIONS:

- Criminal background check required for hire
- Colorado Principal or Administrator’s License
- Valid Colorado driver’s license

TECHNICAL SKILLS, KNOWLEDGE, & ABILITIES:

- Ability to communicate with staff, parents and community
- Critical thinking and problem-solving skills
- Strong written and oral communication skills
- Ability to set high standards and achieve them
- Knowledge of current PSD vision and strategic goals
- A belief that all students are capable of learning
- Human relation skills
- Knowledge of No Child Left Behind federal regulations/mandates
- Commitment to providing personal and professional excellence
- Ability to effectively train district staff, administrators and teachers
- Ability to manage multiple priorities
- Ability to be a part of/work with a team
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines, and building and department procedures
- Ability to communicate, interact, and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT-OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals as well as typical office equipment
- Operating knowledge of and experience with Microsoft Office products and other department software packages

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	Chief Institutional Effectiveness Officer	
Direct Reports:	Curriculum Facilitators, Office Manager, Department Technician II, Textbook Program Manager, Instructional Materials Resource Technician	10+



PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk				X
Sit			X	
Use hands to finger, handle, or feel				X
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate				X
Instruct				X
Compute		X		
Synthesize				X
Evaluate				X
Interpersonal Skills				X
Compile			X	
Negotiate			X	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			



WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Vibration	x			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	x
Distance vision (clear vision at 20 feet or more)	x
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	x
Ability to adjust focus	x

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	x
Loud	
Very Loud	