SCAPE OF RESPONSIBILITIES

Under general administrative direction, to plan, direct, manage, and oversee the activities and operations of the Curriculum and Instruction Division including instructional programs and auxiliary services; to coordinate assigned activities with other Divisions, schools, and outside agencies; and to provide highly responsible and complex administrative support to the Superintendent.

ESSENTIAL DUTIES AND RESPONSIBILITIES

*Important and essential duties may include, but are not limited to, the following:*

- Assume full management responsibility for all Curriculum and Instruction Division programs, services and activities including the planning, development and implementation of curriculum and instruction for grades K-12; direct auxiliary services including research, counseling, testing, and special services applicable to curriculum development and instruction.

- Manage the development and implementation of Curriculum and Instruction Division goals, objectives, policies, and priorities for each assigned service area; establish—within District policy—appropriate service and staffing levels; allocate resources accordingly.

- Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes.

- Represent the Curriculum and Instruction Division to other District divisions, schools, elected officials, and outside agencies; explain and interpret programs; policies, and activities; negotiate and resolve sensitive, significant, and controversial issues.

- Select, train, motivate, and evaluate Curriculum and Instruction Division personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
• Plan, direct, and coordinate—through subordinate level directors—the Curriculum and Instructional Division work plan; meet with management staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures.

• Direct and implement District policy changes related to the State Accreditation including at risk, proficiency, gifted and talented, professional development, shared decision making, and budget.

• Manage and participate in the development and administration of the Curriculum and Instruction Division budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct the preparation of and implement budgetary adjustments as necessary; participate in the proposal and application of funds and grants.

• Coordinate Curriculum and Instruction Division activities with those of other divisions, schools, and outside agencies and organizations.

• Provide staff assistance to the Superintendent and Board of Trustees (Board); serve as a resource at Board meetings.

• Attend Board meetings; present items to the Board; serve as a resource at Board meetings.

• Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to curriculum and instructional programs, policies, and procedures as appropriate.

• Review pertinent legislation and ensure District compliance with rules, regulations, and laws; implement State Department of Education recommendations; ensure timely and accurate reporting of data to Federal and State authorities.

• Oversee the selection and recommendation of textbooks, supplementary books, instructional materials and media, equipment, and supplies.

• Manage District testing programs; review and evaluate testing results.

• Provide direction for the in-service training programs related to curriculum and instruction

• Monitor Division programs.
ESSENTIAL DUTIES AND RESPONSIBILITIES continued

- Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in a variety of subject matters and in the field of curriculum development and instruction.

- Respond to and resolve difficult and sensitive inquiries and complaints.

- Serve as Superintendent upon the request or absence of the Superintendent

Other job-related duties:

- Perform related duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Operational characteristics, services, and activities of a comprehensive education curriculum and instructional services program.

- Organization and management practices as applied to the analysis and evaluation of education programs, policies, and operational needs.

- Modern and complex principles and practices of education program development and administration.

- Current trends, research, and developments in the areas of student learning, student needs, and instructional responses.

- Principles and practices of curriculum development and instructional teaching strategies.

- Advanced principles and practices of budget preparation and administration.

- Principles of supervision, training and performance evaluation.

- Pertinent Federal, State, and local laws, codes, and regulations.

- Safe driving principles and practices.

Skill to:

- Operate modern office equipment including computer equipment.

- Operate a motor vehicle safely.
**MINIMUM QUALIFICATIONS continued**

**Ability to:**

- Provide administrative and professional leadership and direction for the Curriculum and Instruction Division.

- Develop, implement, and administer goals, objectives, and procedures for providing effective and efficient instructional programs and services.

- Plan, organize, direct, and coordinate the work of management, supervisory, professional, technical, and clerical personnel; delegate authority and responsibility.

- Select, supervise, train, and evaluate staff.

- Identify and respond to community, Board, and Superintendent’s issues, concerns, and needs.

- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

- Research, analyze, and evaluate new service delivery methods, procedures and techniques.

- Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.

- Prepare clear and concise administrative and financial reports.

- Interpret and apply the policies, procedures, laws, and regulations pertaining to assigned programs and functions.

- Communicate clearly and concisely, both orally and in writing.

- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**SUPERVISORY RESPONSIBILITIES**

- Exercises direct supervision over management, supervisory, professional, technical, and clerical staff.
CERTIFICATES, LICENSES, AND CLEARANCES

- Possession of appropriate Wyoming credentials
- Valid driver’s license with evidence of insurability
- Criminal Justice Fingerprint/Background clearance

EDUCATION and/or EXPERIENCE

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

- **Education:**
  - Equivalent to a Master’s degree from an accredited college or university with major coursework in education or a related field
  - Doctoral study

- **Experience:**
  - Five years of responsible teaching experience, preferably at both the elementary and secondary levels
  - Five years of management and administrative experience
  - Career Academy development

PHYSICAL DEMANDS

*Essential duties require the following physical skills and work environment:*

- Ability to work in a standard office environment
- Ability to travel to different sites and locations.

I have read and understand the scope of this job and hold the minimum requirements:

Employee Name (please print): ________________________________

Employee Signature: ___________________________ Date: ____________