



## Pickens County Board of Education Job Descriptions

### **CURRICULUM DIRECTOR**

#### TITLE/POSITION

RETIREMENT: Teacher Retirement System of Georgia

TERMS OF EMPLOYMENT: 12 Month

REPORTS TO: Superintendent

QUALIFICATIONS:

1. Master's degree or equivalent in curriculum development or school administration
2. Three years successful teaching experience.
3. Three years successful administrative experience.
4. Three years successful experience in curriculum development or related activity.
5. Such alternatives to the Board may find appropriate and acceptable.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's Policy on evaluation.

#### RESPONSIBILITIES:

- To provide leadership in the ongoing development and improvement of the entire instructional program of the district.
- Provides staff leadership to insure understanding of and promote the educational objectives of the district, and plans and administers programs of in – service educational activities for instructional personnel.
- Coordinates all formal efforts of the professional staff in projects of curriculum improvement.
- Works with principals a series of meetings each year for the express purpose of interpreting the educational program to the Board, to parent groups, and to other interested patrons of the district.
- Directs creation of and edits for publication all curriculum guides and materials prepared by and to be distributed among the instructional staff.
- Secures and distributes instructional resources such as filmstrips, samples textbook, and curriculum guides from districts, and the like.

- Coordinates the selection of textbooks for the districts, and the like.
- Keeps abreast of and interprets for the staff current research in the area of curriculum development.
- Establishes a program for the ongoing evaluation of instruction and curriculum.
- Assists in the development and coordination of the sections of the budget that pertain to curriculum and instruction.
- Responsible for ordering all instructional materials and accounting for all funds for instructional materials and media.