



Where Excellence and Creativity Merge

Fayette County Public Schools Human Resources Department

205 LaFayette Ave., Building A
P.O. Box 879
Fayetteville, Georgia 30214-0879

Director, Curriculum & Instruction

DESCRIPTION: Directs the development and implementation of a comprehensive and balanced curriculum and instruction.

REQUIRED QUALIFICATIONS:

- 1) Master's degree from a Professional Standards Commission approved accredited college or university in a relevant education field
- 2) Five (5) years teaching experience or related educational experience
- 3) Central office or building level leadership experience
- 4) Experience managing curriculum and instruction
- 5) Hold or eligible for a Professional Standards Commission approved certificate in educational leadership
- 6) Proficiency in administrative technology
- 7) Excellent oral, written, and interpersonal communication skills

PREFERRED QUALIFICATIONS:

- 1) Knowledge of state and local curriculum standards and instructional initiatives

SUMMARY OF ESSENTIAL DUTIES & RESPONSIBILITIES:

- 1) Demonstrate prompt and regular attendance
- 2) Oversee the Fayette County Public School System Curriculum and Instruction Department
- 3) Lead and support the revision and dissemination of curriculum across all schools
- 4) Review existing programs of study and develop plans for reliable and research-based programs to accomplish school level and system-wide improvement goals
- 5) Facilitate standardization of curriculum
- 6) Encourage public input on curriculum trends
- 7) Support the identification and implementation of strategic plan goals for curriculum and instruction
- 8) Facilitate articulation, both horizontally and verbally, of curriculum and instruction among elementary, middle, and high schools
- 9) Assume a leadership role in developing curriculum for any course newly adopted by the legislature or Board
- 10) Recommend the addition of new courses, grade placement of courses, credit repair and allowance for courses and graduation requirements
- 11) Direct the collaboration, coordination, and planning of professional development opportunities to train school personnel in the effective articulation of curriculum and instruction for school improvement.
- 12) Work with state, district and school level departments and committees to plan for the implementation of curriculum initiatives
 - i) Plan coordinate meetings with internal and external audiences
 - ii) Solicit feedback and analyze data received from feedback
 - iii) Solve problems to support the implementation of curriculum initiatives
 - iv) Implement and monitor curriculum initiatives
 - v) Prepare reports and applications required by the Georgia Department of Education
- 13) Keep abreast of curriculum and instruction trends

- 14) Coordinate assistance of the curriculum department in the delivery of instruction
- 15) Ensure adoption and implementation of textbooks and auxiliary materials
- 16) In collaboration with Technology Services, implement digital applications that support curriculum standards and effective instruction
- 17) Coordinate the development of the budget and expenditure of funds for curriculum and instruction
- 18) Coordinate budget preparation for newly approved instructional supplies, equipment and materials
- 19) Supervise the selection and assignment of education department personnel
- 20) Complete performance evaluations of department coordinators and secretary assigned
- 21) Serve as a resource to Office of Student Achievement personnel, principals, directors, and coordinators as needed
- 22) Prepare state reports and applications as required
- 23) In collaboration with the Director of Assessment and Accountability, support data collection in areas related to curriculum and instruction; explain data to stakeholders
- 24) Attend Board meetings and prepare reports for the Board when requested
- 25) Perform other assigned duties as assigned and allowable by intended program

REQUIRED DUTIES

& RESPONSIBILITIES: The employee must be able to satisfactorily perform each essential function of the position. When appropriate, reasonable accommodations will be provided to afford persons with disabilities an opportunity to perform the essential functions of the position. Employees are expected to attend all required meetings as approved by the supervisor. The employee will adhere to the Georgia Professional Standards Commission's Code of Ethics for Educators, all Fayette County Board of Education policies, administrative regulations, school system procedures, and all other applicable professional performance criteria. Maintenance of criminal history check is required for all employees

PHYSICAL DEMANDS: Routine physical activities that are required to fulfill job responsibilities. Ability to Exert up to 100 pounds of force occasionally, and/or up to 50 pounds frequently, and/or up to 20 pounds of force constantly to move objects. Frequent standing, walking, bending, lifting, stooping, kneeling, crouching, and climbing ladders. Ability to extend hands and arms in any direction; push and pull objects; execute substantial movements/motions of the wrists, hands and/or fingers; use of all senses; travel from site to site within the county and tolerate a work environment which includes extreme temperatures. Vision, hearing, and verbal communications are essential functions of this position.

REPORTS TO: Assistant Superintendent of Student Achievement

SALARY: Salary is based on A004/240 Days of the Fayette County School System's Administrative Salary Scale. Employee benefits include health insurance, flexible benefits, and retirement plans. Employer contributions are included with some plans.

ADDITIONAL COMMENTS:

External applicants should apply online at <http://www.fcboe.org>. Complete application packets consist of:

- Letter of Interest that refers to the desired position by position title
- Current résumé
- Completed online application (<http://www.fcboe.org>)
- Copies of all valid professional certificates (as applicable for position)
- College transcripts, high school diploma or state approved high school equivalent (as applicable for position)
- Three Fayette County Public Schools Reference Forms (<http://www.fcboe.org>). These reference forms must be written within one year of application date. Two of the references must be from persons who have directly supervised the applicant: (1) a current supervisor and (2) the most recent former employer/supervisor.

It is the policy of Fayette County Public Schools not to discriminate on the basis of race, color, religion, sex, national origin, age, disability or genetic information in any of its employment practices, educational programs, services or activities. For additional information about nondiscrimination provisions or to request accommodations based on a disability, contact the Human Resources Department (770.460.3535).