

Cape Girardeau Public School District No. 63
Job Description

Job Title: Director of School Improvement

Terms of Employment: 240 days

FLSA Status: Exempt

Reports to: Deputy Superintendent of Elementary Education

Brief Description of Position:

The Director of Curriculum and Instruction provides leadership in the ongoing development, assessment, and improvement of the curriculum and instructional program for the school district.

Required Qualifications:

- Master's Degree
- Understanding of Missouri Learning Standards
- Understanding of Missouri Assessment Program
- Understanding of current best practices in instruction
- Understanding of Professional Learning Communities
- Understanding of the inclusion of technology in education
- Proficiency in Microsoft Office programs, Google apps, and data analysis
- Ability to work on multiple projects at once
- Ability to communicate clearly and concisely, both orally and in writing
- Ability to maintain confidentiality at all times
- Demonstrate excellent organizational and planning skills; including ability to prioritize
- Ability to work well under pressure
- Ability to work with others on multiple tasks/projects and complete assignments with specified deadlines
- Ability to lead and offer guidance to others
- Ability to meet deadlines and to manage time appropriately

Desired Qualifications:

- Missouri Administrative certification
- Five years of successful teaching experience
- Prior administrative experience
- High level of communication skills, both oral and written
- Experience in organizational leadership, curriculum development, assessment, and research

Essential Duties and Responsibilities:

Grant Writing

- Write and coordinate applications for state, federal, foundation, and other grants, ensuring compliance with applicable state and federal statutes, regulations and/or guidelines.
- Serve as liaison with departments and assist them with grant proposal and grant preparation to ensure alignment with program requirements, Board policy, and strategic plan.
- Research external funding sources, and distribute information about appropriate funding opportunities to interested parties.
- Provide technical assistance to all grantees during the life of awarded projects.
- Assist with the development and delivery of related training.
- Collaborate with internal and external experts and partners to design grant funded projects.
- Provide related status reports and projections.
- Provide necessary research base for grant projects, and determine the reliability and validity of research base.
- Assist with preparing and monitoring required federal and state reports.
- Monitor and interpret applicable laws, regulations, and policies, and stay abreast of related trends and best practices.
- Perform administrative duties such as preparing Board agenda items, preparing paperwork for Superintendent's signature, and drafting and editing sub-agreements and contracts for attorney review.

Curriculum Management

- Assist in the development and revision of the district's curriculum.
- Assist in the monitoring and evaluation of the performance and progress of the district's curricular programs.
- Applies a working knowledge of federal, state and district requirements to revise instructional and educational programs.
- Maintains current knowledge on state and federal requirements in the area of curriculum.

Curriculum and Instruction

- Provides resources to enhance the curriculum.
- Promotes teaching techniques consistent with the research on characteristics of effective teaching, classroom management, and student success.
- Exceptional understanding of 21st century classroom needs and skills
- Builds good interpersonal relationships and establishes positive rapport with colleagues, parents, and the community.

- Provides in-service opportunities for staff.
- Provides leadership on District committees.
- Works closely with building principals; communicates, problem solves, and serves as a connecting link.
- Performs other duties as assigned.

Physical Demands/Environmental Factors:

- Ability to work in a climate controlled building, as well as in inclement weather.
- Ability to stand, walk, and move around for long periods of time.
- Ability to see and read, with or without vision aids, a computer screen and printed matter, and to distinguish colors.
- Sufficient hearing to understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to operate a telephone and enter data into a computer using both hands.
- Ability to communicate, effectively and efficiently with sufficient volume to be heard in normal conversation, on the telephone, and addressing groups.
- Ability to exert up to 30 pounds of force to lift, carry, push, pull, or otherwise move objects.
- Ability to travel between multiple locations.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Board of Education and Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

Approved by: _____ Date: _____
 Deputy Superintendent

Reviewed by: _____ Date: _____
 Human Resource Coordinator

Revised: March 1, 2018