



Job Description

Job Title: Curriculum Supervisor

Classification: Administrative

Salary Schedule: XC2-01 or XA7-01

Reports To: Director of Curriculum

FLSA Status: Exempt

Date: June 2024

Approved by : Northwest Local School District Board of Education

Job Summary: To provide district and site specific leadership in PreK-12 curriculum development and implementation focusing on the implementation of academic content standards, local assessments, appropriate instructional strategies and other district and building efforts to improve student achievement.

Credentials:

1. Master's degree or higher with experience or training in the area of pupil personnel and special education
2. Valid Ohio Administrative certificate/license
3. Minimum of three (3) years of exemplary administrative experience
4. Minimum of three (3) years of exemplary teaching experience
5. Good written and verbal communications skills
6. Good organizational skills
7. Such alternatives to the above qualifications as the board may find appropriate and acceptable Essential Valid Ohio Teaching License

Leadership Expectations

1. To collaborate in a shared leadership model with other leaders
2. To ensure alignment with district goals and priorities while leading
3. To promote understanding of the why behind our work and connect it to others through relationships that grow staff toward the district vision
4. To listen to staff, students, and stakeholders to ensure representation of all perspectives
5. To lead by removing barriers, eliminating isolation, sharing information and data



through fostering cross department and interagency collaboration

6. To ensure success through data based evaluation and reflective processes

Essential Duties and Responsibilities:

A. Educational Leadership

1. To work with other curriculum department personnel to determine appropriate areas of emphasis for professional development, creating a plan for implementation at the district and building level.
2. To support the system of piloting, evaluating, selecting, ordering and implementing materials (textbooks, supplemental materials, etc...) for adoption through committees.
3. To coordinate the establishment, implementation and evaluation of pilot programs and special projects.
4. To prepare courses of study with the assistance of subject area teachers and administrators.
5. To provide leadership in the area of blended learning and the use of instructional technology K-12 in all subject areas.
6. To observe classrooms and examine lesson plans to assist teachers in adherence to state academic content standards, district courses of study and district lesson plan guidelines as requested by principals or the Director of Curriculum Services.
7. To comply with evaluations guidelines and procedures established by the district.
8. To coach individual teachers to assist with their instructional effectiveness.
9. To model appropriate instructional techniques and assist teachers in their subsequent implementation.
10. To communicate with administrators and counselors regarding curricular changes.
11. To assist building administrators in the selection and approval of field trips and resource persons as part of the curriculum.
12. To encourage sound innovation, experimentation and research in the curriculum and instructional strategies for principals and teachers.
13. To assist building administrators in the development and implementation of building improvement plans.

B. STUDENT SERVICES



1. To direct and provide ongoing evaluation of district-wide curricular programs.
2. To assist teachers in planning for individual student needs through the establishment of learning situations to meet those needs.
3. To recommend to the Director of Curriculum Services the adoption of new courses of study and materials.

C. STAFF MANAGEMENT

1. To assist the Director of Human Resources and principals in the recruitment, interviewing and selection of personnel.
2. To provide thorough orientation for new staff members and assist them with program planning and development, using the district approved graded courses of study and approved curriculum materials.
3. To conduct necessary meetings in order to keep the identified staff informed of district policies, procedures and operational changes.
4. To discuss staff members' strengths and needs in curricular and instructional categories with the building principals.
5. To assist support personnel with their responsibilities related to the curriculum and instructional program.
6. To provide formal orientation for new staff members and continue to assist them during their beginning year.
7. To observe work situations for the evaluation of staff.
8. To confer with employees concerning observations and the establishment of goals for upgrading performance.
9. To prepare formal evaluations of employees as directed by the Superintendent.
10. To plan and supervise activities for the in-service education of the staff.
11. To plan meetings for the staff for the purpose of developing and coordinating policy and practice within the district.

D. PLANT/BUSINESS MANAGEMENT

1. To choose or order all educational materials and supplies needed by the staff and students in these programs.
2. To develop, implement and monitor the budgets and appropriations of the programs assigned.
3. To prepare necessary information required in the updating of textbook adoptions and fee lists to be approved by the board each year.
4. To disseminate information to the staff concerning the availability of funds and requirements for their use, and supervise the preparation of project proposals.



E. COMMUNITY RELATIONS

1. To develop public relations activities and information that will continue to improve outside knowledge of the degree of success of instructional programs.
2. To meet with groups organized to provide communication between the community and the schools and, when appropriate, assist authorized representatives of these groups in carrying out their responsibilities.
3. To interpret the school district's instructional programs to the community.
4. To maintain an awareness of factors outside the school which affect the school program.
5. To solicit opinions and give attention to problems of all groups and individuals.

F. BOARD/ADMINISTRATIVE RELATIONS

1. To serve as a member of the district's leadership team, attending meetings, participating in decision-making, planning and evaluation as directed by the superintendent.
2. To keep the appropriate administrative staff members informed on issues, needs and operation of the department.
3. To interpret and execute the intent of board policy.
4. To seek and accept constructive criticism.
5. To support board policy and actions to the public and staff.
6. To have a harmonious working relationship with the other members of the staff.
7. To assume responsibility for the implementation and observance of board policies and regulations by the staff.

G. PROFESSIONAL STANDARDS

1. To maintain high standards of ethics, honesty, and integrity in all personal and professional matters.
2. To earn and maintain respect among professional colleagues.
3. To devote the time and energy to do the job effectively.
4. To exercise good judgment and democratic processes in arriving at decisions.
5. To maintain poise and emotional stability in the full range of professional activities.
6. To be suitably attired and well groomed.
7. To communicate effectively in dealing with staff members and the public.
8. To write clearly and concisely.
9. To maintain professional development by reading, course work, attending conferences, working on professional committees, visiting other districts, and



collaborating with others.

10. To participate in professional organizations whose aim is the improvement of administration, supervision and education.
11. To inspire others to the highest professional standards.

Other Duties and Responsibilities

1. **Problem Solving** - Identifies and resolves problems in a timely manner; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
2. **Interpersonal Skills** - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
3. **Oral and written communication** - Communicates clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Participates in meetings.
4. **Teamwork** - Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit.
5. **Quality Management** - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
6. **Diversity** - Shows respect and sensitivity for cultural differences; Promotes a harassment-free environment.
7. **Ethics** - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
8. **Judgement** - Exhibits sound and accurate judgment; Includes appropriate people in decision-making process.
9. **Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Sets goals and objectives.
10. **Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
11. **Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
12. **Attendance/Punctuality** - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.



Physical Requirements:

Physical and emotional ability and dexterity to perform required work and move about as needed in a fast paced, highly intensive work environment. *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Terms of Employment: 212 or 247 Days



NORTHWEST LOCAL SCHOOL DISTRICT

Title: Curriculum Supervisor

Employee: _____
_____ (print name)

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee of this job. The employee will be required to follow the instructions and perform the duties required by the positions supervisor, appointing authority, or designee.

(Superintendent or designee)

(Date)

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I am able to perform the key functions of the position.

(Signature)

(Date)