

KLAMATH COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE:	Director of Elementary Curriculum	
REQUIREMENTS:	Approved for employment through an Oregon School based fingerprint screening.	REPORTS TO: Superintendent
EDUCATION:	Currently must hold or have the ability to obtain an Oregon Administrative license.	FLSA Status: Exempt
LENGTH OF WORK YEAR:	Per Contract	
EVALUATION:	Performance of this job will be evaluated annually in accordance with Klamath County School District policies.	
GENERAL JOB DESCRIPTION:	<p>The district's Director of Elementary Curriculum is directly responsible for planning, development, coordination, evaluation, and implementation of K-6 curriculum and instruction, K-6 staff development, K-12 assessment, school improvement, and writing, supervising and implementing federal grants. Serves as a team member on the Superintendent's Cabinet.</p> <p>Pre-requisites: Building Principal level experience required. Preference will be given to candidates who have district level administrative experience; experience which includes a record of improving instruction and K-12 student achievement; experience in mentoring teachers and principals; experience working successfully with parents and the full community. Must have the ability to collaborate effectively as part of a team. Physical ability to adhere to OSHA and district safety regulations. Work within the district's communicable disease control plan (blood borne pathogens) and be aware of the existence and potential exposure to hazardous chemicals as identified on the MSDS sheets.</p>	

ESSENTIAL JOB RESPONSIBILITIES

Curriculum

- Provides leadership in the selection and implementation of curriculum in grades K-6 for all subject areas including English Language Learner (ELL), social-emotional learning, and behavior support
- Develops, recommends, and administers policies, administrative regulations, and programs relating to curriculum development and related instructional support services
- Monitors compliance with Oregon Administrative Rules on curriculum and instruction
- Reviews the cost and effectiveness of school-based programs
- Maintains continuity and consistency within curriculum objectives from grade-to-grade and among the schools in the district to increase student learning
- Coordinates and articulates the development of curriculum materials, course of study, guides, and teaching techniques for all grade levels and subject matter fields in the schools in the district
- Develops, evaluates, and coordinates the instructional support program for the district, including implementation of a consistent Response to Instruction and Intervention (RTII) system in partnership with the Director of Special Services
- Plans and supports all aspects of district instructional and curricular integration of technology in partnership with the technology coordinator
- Supervises the talented and gifted program for grades K-12
- Develops budgets and monitors spending for the purpose of achieving program objectives efficiently
- Reports periodically to the board on all elementary curriculum, instruction, and assessment matters and all technology issues as directed by the Superintendent

Assessment

- Serves as District elementary Test Coordinator
- Trains School Test Coordinators to securely administer state and district assessments
- Trains, implements, and monitors assessments per Oregon Administrative Rules
- Monitors and reports improprieties per state requirements
- Provides administrators and teachers with support for Student Learning Growth Goals (SLGGs)

Staff Development

- Plans and provides professional development to meet specialized goals

- Provides equity and diversity support for staff and student population
- Oversees district' elementary mentoring program in partnership with SOESD
- Acts as mentor to administrators

School Improvement

- Direct school improvement process for grades K-12
- Responsible for administration of the district's school improvement plans—all elementary schools
- Provides support for instructional improvement in KCSD
- Assists in implementation of district goals and initiatives

Federal Grants

- Directs, writes, and supervises the implementation of federal grants and programs
- Monitors compliance with federal requirements and federal fiscal spending guidelines per ODE including but not limited to Title I, Title IIA, Title III, Title IV, and Title V-B

Other

- Supervises the district's print shop
- Supervises the district's contract(s) with charter schools
- Coordinates elementary level Mental Health support

PHYSICAL REQUIREMENTS (Mark appropriate box)

LIFTING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.				5-10 lbs.	
11-20 lbs.			15-20 lbs.		
21-50 lbs.		35 lbs.			
51-75 lbs.	X				
76-100 lbs.	X				
> 100 lbs.	X				
Maximum amount lifted by worker without assistance: 35 lbs.					
If required, lifts over 35 lbs. are performed with two or more people or lift devices.					

CARRYING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.				5-10 lbs.	
11-20 lbs.			15-20 lbs.		
21-50 lbs.		35 lbs.			
51-75 lbs.	X				
76-100 lbs.	X				
> 100 lbs.	X				
Maximum amount lifted by worker without assistance: 20 lbs.					
If required, lifts over 20 lbs. are performed with two or more people or lift devices.					

PUSHING/PULLING FORCE TO BE EXERTED					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.				5-10 lbs.	
11-20 lbs.			15-20 lbs.		
21-50 lbs.	X				
51-75 lbs.	X				
76-100 lbs.	X				
> 100 lbs.	X				
Maximum weight of object pushed/pulled by worker: > 100 lbs. Moving Furniture					
Distance: 5-20 feet Type of Surface: (i.e. level, carpet, tile): Vinyl Floor					

ENVIRONMENT (WORK CONDITIONS)	
Works Inside 95 % of the time	/ Works Outside 5 % of the time.

Temperature Extremes: No
Works on or around moving machinery or mechanical parts: No

OTHER PHYSICAL DEMANDS					
Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
Bend/Stoop			X		
Twist			X		
Crouch/Squat		X			
Kneel		X			
Crawl	X				
Walk-Level Surface			Walking		Standing
Walk-Uneven Surface			Walking		Standing
Climb Steps			X		
Climb Ladder			X		
Work at Heights		X			
Reach at or Above Shoulder		X	X		
Reach Below Shoulder		X			
Use of Arms				X	
Use of Wrists				X	
Use of Hands				X	
Grasping/Squeezing				X	
Operate Foot Controls	X				

ENDURANCE							
Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%	Total Hours At One Time	Total Hours In A Work Day
Sitting			X			1	2
Standing				X		1	6
Walking				X		1	6
Change Positions			X				

NOTE: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

I have read and understand this job description and attest to my ability to perform the essential functions of the position:

_____ Employee Signature _____ Date _____
 Print Employee Name

Employer Representative (Immediate Supervisor):

_____ Title _____ Signature _____ Date _____
 Print Name

Prepared by: _____ Date: _____
 Director of Human Resources

In the event of an on the job injury:

For physician to complete:

Is this job appropriate? Yes No Date of Release: _____

If not released to regular work at this time, please provide an "ANTICIPATED" DATE: _____

Physician's Signature

Date