## KLAMATH COUNTY SCHOOL DISTRICT JOB DESCRIPTION

TITLE:	Secondary Curriculum Director				
REQUIREMENTS:	Oregon Administrator's License or the ability to obtain one prior to the start of contract.  Secondary administrator experience, preferably including principal level experience.  Approved for employment through an Oregon School based fingerprint screening.  Oregon Driver's License	REPORTS TO:	Superintendent		
EDUCATION:	Master's Degree	FLSA Status:	Non-Exempt		
LENGTH OF WORK YEAR:	240 days.				
EVALUATION:	Performance of this job will be evaluated annual	ly in accordance	with Klamath County School District policies.		
GENERAL JOB DESCRIPTION:	Performance of this job will be evaluated annually in accordance with Klamath County School District policies.  The secondary curriculum director provides leadership and support to all district Jr. highs and high schools in the areas of teaching, learning, and curriculum. The position works with administration as well as teachers and other instructional staff. The secondary curriculum director oversees program implementation and accountability including state assessments and state report cards at the secondary level. This position oversees early college programs and community partnerships that support the district mission to improve graduation and completion rates. This is a cabinet level position and works extensively with the district office team.				

## **ESSENTIAL JOB RESPONSIBILITIES** (Not Necessarily Limited To)

- 1. Lead implementation efforts regarding teaching, learning, and curriculum.
- 2. Stay current on state and federal accountability measures and ensure compliance in secondary schools.
- 3. Facilitate the work of department PLCs.
- 4. Assist in setting district and school goals, determine metrics, and monitor progress.
- 5. Supervise department staff and other district employees as assigned.
- 6. Supervise and coordinate secondary new teacher mentoring.
- 7. Facilitate state assessment at the secondary level.
- 8. Organize the purchase and implementation of new curriculum in accordance with state guidelines.
- 9. Work with secondary schools to improve and/or create instructional programs to meet student needs.
- 10. Provide leadership and strategic direction for the curriculum department in cooperation with the elementary curriculum director
- 11. Support the work of the special services department in secondary schools.
- 12. Facilitate, coordinate, and communicate College and Career for All (CC4A) initiatives in our schools and community.
- 13. Represent KCSD at various community agencies including: Klamath Promise, Klamath Works, KCC, and Oregon Tech as needed and appropriate.
- 14. Prepare and manage the secondary curriculum budget.
- 15. Prepare and manage grant funds as required.
- 16. Attend cabinet meetings.
- 17. Support the work of the district office.
- 18. Attend board meetings and make reports as assigned.
- 19. Coordinate technology as an instructional tool in collaboration with the technology department.
- 20. Have technological skills appropriate to this position.
- 21. Have college level reading and writing skills and be able to communicate clearly with all stakeholder groups.
- 22. Have spreadsheet and math skills appropriate to this position and its required budgeting.
- 23. Have a strong work ethic and consistent attendance.
- 24. Express yourself appropriately in dress, presence, and all communication formats both in public and internally.
- 25. Follow the Oregon Ethical Educator standards.
- 26. Report to the superintendent.

- 27. Attendance is an essential function of this position.
- 28. Other duties as assigned.

## PHYSICAL REQUIREMENTS (Mark appropriate box)

LIFTING					
Pounds	Never	Seldom	Occasionally	Frequently	Continuously
Poullus	ivever	1-5%	6-33%	34-66%	67-100%
1-10 lbs.				х	
11-20 lbs.				х	
21-50 lbs.			Х		
51-75 lbs.		Х			
76-100 lbs.	Х				
> 100 lbs.	Х				
Maximum am	ount lifted by	worker without	assistance:		
If required, lift	ts overl	bs. are performe	d with two or more	people or lift devi	ces.

Pounds	Never	Seldom	Occasionally	Frequently	Continuously
Pounds		1-5%	6-33%	34-66%	67-100%
1-10 lbs.				х	
11-20 lbs.			Х		
21-50 lbs.		х			
51-75 lbs.	Х				
76-100 lbs.	Х				
> 100 lbs.	Х				
Maximum am	ount carried b	y worker withou	t assistance:		
If required, car		•	ormed with two or m	ore people or lift	devices.

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

ENVIR	ONMENT (WORK CONDITIONS)*
Worl	ks Inside _90% of the time / Works Outside _10% of the time.
Tem	perature Extremes: Yes or No (Circle One)
Worl	ks on or around moving machinery or mechanical parts: Yes or No (Circle One)

<sup>\*</sup>Varies by location and season of the year.

OTHER PHYSICAL DEMA	ANDS				
Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
Bend/Stoop				х	
Twist			х		
Crouch/Squat			х		
Kneel			х		
Crawl	х				

Walk-Level Surface			Х	
Walk-Uneven Surface		х		
Climb Steps			х	
Climb Ladder	Х			
Work at Heights	Х			
Reach at or Above Shoulder		х		
Reach Below Shoulder			Х	
Use of Arms				х
Use of Wrists				х
Use of Hands				х
Grasping/Squeezing			х	
Operate Foot Controls	Х			

END	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					х	7	8
	Standing				х		0.5	8
	Walking			х			0.5	8
	Change Positions			х				

**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.

have read and understand this job description and a	ttest to my ability to	perform the essential function	ns of the position:
rint Employee Name	Employe	ee Signature	Date
mployer Representative (Immediate Supervisor):			
rint Name	Title	Signature	
repared by: <u>Director of Human Resources</u>			
the event of an on the job injury:			
s this job appropriate? Yes No	Date of Release:		
If not released to regular work at this time, p	lease provide an	"ANTICIPATED" DATE:	
Physician's Signature	 Date		<del></del>