

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 annually in accordance with Klamath County School District policies.
GENERAL JOB DESCRIPTION:	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 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.				X	
11-20 lbs.				X	
21-50 lbs.			X		
51-75 lbs.		X			
76-100 lbs.	X				
> 100 lbs.	X				
Maximum amount lifted by worker without assistance:					
If required, lifts over ____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.				X	
11-20 lbs.			X		
21-50 lbs.		X			
51-75 lbs.	X				
76-100 lbs.	X				
> 100 lbs.	X				
Maximum amount carried by worker without assistance:					
If required, carrying over ____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.				X	
11-20 lbs.				X	
21-50 lbs.			X		
51-75 lbs.		X			
76-100 lbs.	X				
> 100 lbs.	X				
Maximum weight of object pushed/pulled by worker:					
Distance: ____ Type of Surface: (i.e. level, carpet, tile): _____					

ENVIRONMENT (WORK CONDITIONS)*	
Works Inside _90_ % of the time	/ Works Outside _10_ % of the time.
Temperature Extremes: Yes or <input checked="" type="checkbox"/> No (Circle One)	
Works on or around moving machinery or mechanical parts: Yes or <input checked="" type="checkbox"/> No (Circle One)	

*Varies by location and season of the year.

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				

