



Little Rock School District

JOB DESCRIPTION

Position Title: Executive Director of Curriculum and Instruction

Prepared Date: 12/16/2021

JOB GOAL:

The Executive Director of Curriculum and Instruction will be responsible for leading all content supervisors and instructional specialists. The Executive Director will develop all curriculum-related products and professional development (PD) management at the district-level. This includes all curriculum plans, interim assessment materials, pacing guides, parent-friendly versions of the District's curriculum, and PD in-services/required records management. This position is responsible for quality control and evaluation of all curriculum related documents. The Executive Director is expected to collaborate with school leadership executive directors and other district-level instructional administrators/staff as directed to ensure coherence and continuity of instructional initiatives and professional development across the District. Responsible for the effective and efficient operation of Curriculum and Instruction and assigned department(s).

TERMS OF EMPLOYMENT:

Twelve (12) month (245 days) contracts, Pay 802 Grade 29, plus Benefits Package. NOTE: Precise placement within the salary range will be determined based upon education and experience. **FLSA: Non-Exempt**

QUALIFICATIONS:

1. Master's degree or higher with eligibility for Arkansas certification as a district-level administrator required. Master's degree in Curriculum and Instruction preferred.
2. The successful candidate will need to have proven experience in project management and the ability to lead project teams of various sizes.
3. At least eight years of successful full-time public school service in a licensed position(s), no fewer than five years of which must have been in a management position(s).
4. Excellent writing skills, as well as experience and expertise in strategies to infuse technology and data-driven initiatives across the curriculum.
5. Knowledge of the principles and practices of Elementary/Secondary curriculum and culturally responsive teaching and inclusive practices.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not



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intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.

Instructional and Program Management

1. Directs instructional and curriculum services to meet students' needs. Oversees assigned ongoing projects, working closely with team members to ensure all project requirements, deadlines, and schedules are on track, responsibilities include submitting project deliverables, preparing status reports, and establishing effective project communication plans as well as the proper execution of said plans.
2. Provides strategic planning and hands-on assistance in the verification and validation of instructional programs and practices.
3. Assists with planning the design of the data-driven initiatives/technology infrastructure so that information resources are continually available to the school community.
4. Supervises the development of systematic approaches to improving student achievement through observation, testing, and precedent; coordinates professional development; monitors recent research and development in the areas of instruction and educational services.
5. Collaborates with senior level administrators regarding all academic areas to evaluate existing curriculum programs, quality of instructional delivery, and student performance and growth results.
6. Collaborates in the development of School Level Plans with District Plans of Support.
7. Works collaboratively with cross-departmental teams to ensure support of all teachers and the effective delivery of instructional programs and services.
8. Directs the work of instructional facilitators districtwide, working with principals to train facilitators, design work plans, schedule, and monitor performance.
9. Collaborates with principals, principal supervisors, and district department to provide supports for a variety of school settings and build school support systems with the necessary resources.
 - Focus on the implementation of RISE
 - Development of Professional Learning Communities
 - Dyslexia interventions.
10. Collaborates with community agencies and local universities to promote shared learning.

Policy, Reports, and Law

11. Implements and monitors the policies established by federal and state law, State Board of Education rule, and local board policies regarding curriculum/instruction and assessment.
12. Curriculum Compliance: Advises schools on curriculum policies and regulations and resolves disputes about how to implement the policies and regulations. Course approvals and course codes – Submits new course approvals to Arkansas Department of Education and manages



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course codes. Publishes annual curriculum catalog for staff, parents, and students. Approves student requests for dual-credit enrollment and online courses. Transcripts – Helps interpret transcripts from foreign countries upon request and determines transfer credits.

Professional Development

13. Plans and provides staff development for teachers, administrators, and staff in designated subject area.
14. Facilitates curriculum design and professional development centered on LRSD improvement initiatives.

Budget

15. Administers the curriculum and instruction budget and ensure that programs are cost effective and funds are managed prudently.
16. Develops and administers budgets in all areas of control, including analysis of budget expenditures and recommendations for on-going operations effectiveness, ensuring fiscal integrity and compliance.

Personnel Management

17. Evaluates job performance of employees to ensure effectiveness.
18. Coordinates informational meetings and state/district assessment training with District Testing Coordinator.

Community Relations

19. Articulates the district's mission, instructional philosophy, and curriculum implementation strategies to the community and solicit its support in realizing district's mission.
20. Demonstrates awareness of district-community needs and initiate activities to meet those needs.
21. Performs other related duties as assigned.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Mental Functions, Physical Requirements, and Working Conditions:

While performing the duties of this job, the employee is regularly required to sit, stand, walk, go up and down stairs, operate foot and hand controls, use a telephone and write. Occasionally the employee must lift and/or move up to twenty (20) or more pounds. This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and/or



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objects, and providing oral information. Must have the ability to work for the duration of the daily contracted time period, and to be physically present and at assigned work, with only infrequent unexcused absences, during the contract year. Additional technical skills, knowledge, and abilities may be recommended by immediate supervisor and approved by the Human Resources Director.