



# Little Rock School District

## JOB DESCRIPTION

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**Position Title:** STEM K-12 Director- Curriculum and Instruction

**Prepared Date:** 01/18/2022

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### **JOB GOAL:**

To provide leadership in the design and implementation of curriculum and professional development in all areas of the District's Mathematics and Science Programs.

### **TERMS OF EMPLOYMENT:**

Eleven (11) month (220 days) contract, Pay 802 Grade 24, plus benefits package. NOTE: Precise placement within the salary range will be determined based upon education and experience. **FLSA: Non-Exempt**

### **QUALIFICATIONS:**

1. Valid Arkansas teaching certificate.
2. Master's degree required.
3. Certification as an administrator preferred.
4. Minimum of five (5) years' experience as a mathematics or science teacher.
5. Two (2) years' experience in a leadership position (dept. chair, coach, curriculum specialist, coordinator, supervisor, director).
6. Experience in writing curricula.
7. Experience in conducting professional development for teachers.
8. Experience in using data to identify instructional and programmatic needs.
9. Evidence of leadership in coordinating the work of others.
10. Strong interpersonal skills
11. Evidence of strong oral and written communication skills

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

1. Advises the **Executive Director of C&I** on needs, trends and problems in the mathematics and science departments.
2. Coordinates the process whereby mathematics and science curricula are developed, monitored and evaluated in order to meet the District's goals and priorities and applicable State Standards.
3. Conducts professional development sessions on mathematics and science curriculum and instruction to enable District and school staff to effectively implement the District's curriculum.
4. Coordinates the process for selecting mathematics and science textbooks and identifying other resources to support the District's curriculum.



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5. Coordinates the District's mathematics and science programs through routine interaction with principals, department coordinators and teachers.
6. Coordinates the work of math coaches in the district's schools.
7. Assumes the responsibility of conducting the personnel evaluation of employees, including assigned coaches and lead teachers who report to the position.
8. Plans, schedules and conducts training for math coaches.
9. Assists principals with school-based needs and problems in the area of mathematics and science.
10. Interviews teacher applicants and assist schools and programs in securing high quality employees.
11. Collaborates with other subject area directors and central office personnel in planning programs requiring interdisciplinary and interdepartmental cooperation.
12. Assists Director of Federal Programs and Coordinator of Grants and Program Development in monitoring and evaluating programs in the area of mathematics & science and preparing applications for funding.
13. Involves the community, staff and where appropriate, students in planning programs in mathematics and science.
14. Assumes the responsibility for seeing that evaluation results are utilized to improve the District's instructional programs.
15. Uses fiscal responsibility to help secure resources to support the District's mathematics and science programs.
16. Coordinates the activities of personnel reporting to the position to ensure that department and District goals are effectively addressed
17. Performs other duties as may be 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, and 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 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.