



ASSISTANT DIRECTOR – CURRICULUM AND INSTRUCTION

SUMMARY/SCOPE/GOAL

Provide leadership in planning, developing, and implementing school improvement goals and the district strategic plan. Coordination of resource teachers, instructional coaches, and content specialists to improve teacher effectiveness and student achievement.

QUALIFICATIONS

EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

REQUIRED:

- Master's Degree from an accredited institution of higher learning required.
- Minimum three (3) years of successful teaching experience.
- Experience in the supervision and professional development of the school faculty.

PREFERRED/DESIRED:

CERTIFICATIONS/LICENSES/TRAINING:

REQUIRED:

- Certification in Educational Leadership and current teaching certificate in the State of Florida required.
- Valid Florida Driver's License.

PREFERRED/DESIRED:

PERFORMANCE RESPONSIBILITIES

ESSENTIAL FUNCTIONS:

The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification as necessary.

1. Coordinate the planning and implementation of professional development with an emphasis on content and standards.
2. Research and maintain expertise in state and federal guidelines in regards to faculty development and budgetary requirements.
3. Align expectations and training between Human Resources and Curriculum and Instruction.
4. Manage, supervise, and evaluate personnel as assigned – this may include support staff, resource teachers, content specialist or instructional coaches.
5. Collaborate with school leadership (teachers and administration) to identify curriculum needs.
6. Assure accurate and timely information regarding curriculum and instructional materials to various stakeholders through web resources and in collaboration with Government and Community Relations.
7. Maintain data on support to schools, and data on the return on investment for professional development.
8. Analyze local, state, and national assessments to identify curriculum gaps and training needs.
9. Oversee content information delivery at instructional leadership meetings.
10. Assist school leaders in monitoring curriculum implementation.

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OTHER DUTIES:

Performs other duties as assigned commensurate with the skills and abilities of the position. Provides outstanding customer service and uses positive interpersonal communications skills. Makes all decisions and performs all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission. Ensures compliance with Board Policies, procedures, and applicable federal and state laws and regulations.

KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE

JOB RELATED:

Knowledge and expertise in the state standards and in research-based instructional strategies; and ability to interpret data in a manner that informs school improvement efforts. Demonstrate competencies and skills in technical writing, oral communication, and in successful implementation of professional development. Ability to work effectively on a team and to collaborate with various stakeholders. Technical skills necessary to manage budgets and personnel assignments.

GENERAL:

Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

EQUIPMENT:

Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word processing, intra/internet, data entry, spreadsheets, service ticket responses, presentations, or custom applications.

PHYSICAL DEMANDS/WORK ENVIRONMENT

PHYSICAL REQUIREMENTS:

(L) LIGHT WORK

Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects. If the use of arm and/or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as light work.

POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:

Indoor office environment most often with Indoor/Outdoor movement between pods/locations frequently. Intermittent noise and activity level. Requires Sitting, Standing, Walking, Bending, Stooping, Kneeling, Finger Dexterity, Talking, Hearing, and Visual Acuity frequently.

TRAVEL:

Travel between sites rarely. Travel out of county rarely.

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FOR HR USE ONLY:

DIVISION:	Curriculum	DEPARTMENT:	Curriculum & Instruction
TITLE CODE:	C2463	CONTENT BY:	Asst Superintendent, Curriculum & Instruction
GRADE:	24	COMPENSATION:	Human Resources
UNIT:	NB (Exempt)	LABOR RELATIONS:	Director Professional Standards & Labor Relations
LAST BOARD APVD:	4/09/2024	CLASSIFICATION:	Assistant Superintendent Human Resources Services
SCHEDULE:	8 Hrs. – 12 Mos.		

REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	5/4/2017	Developed	Asst. Superintendent, Secondary Leading & Learning
2.0	12/01/20	New format	Human Resources
2.1	11/01/2021	Update physical requirements to match ADA format; add schedule	Ellie Kelly – Human Resources
2.2	3/20/2024	Update title and job functions (created new job title code)	Tara Harris - Asst Superintendent, Curriculum & Instruction
2.3	4/9/2024	Board Approved	Board

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

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