



JOB DESCRIPTION

Director of Curriculum & Instructional Support

<i>Supervisor</i>	Superintendent
<i>Employment term</i>	200 days plus 40 days extended employment
<i>Compensation</i>	Based on education level and years of experience per West Virginia Code §18A-4-2 and Roane County Board of Education Supplemental Salary Schedule.
<i>Evaluation</i>	To be conducted by supervisor per West Virginia Board of Education Policy 5310 and Roane County Board of Education Policy 3220.
<i>Statutory authority</i>	<p>West Virginia Code §18A-1-1 defines a central office administrator as “a superintendent, associate superintendent, assistant superintendent and other professional educators who are charged with administering and supervising the whole or some part of the total program of the countywide school system. This category includes other appropriate titles or positions with duties that fit within this definition.”</p> <p>The Director of Curriculum & Instructional Support is then charged with implementing and monitoring the county instructional program and related support activities.</p>

Responsibilities

1. Plan, support, and monitor the county instructional program as directed by the superintendent and defined in West Virginia and Roane County Boards of Education policies.
2. With input from internal and external stakeholders, develop and implement structures and processes to support high quality instruction in all classrooms PK - Adult.
3. ~~In collaboration with school system directors and school principals, ensure that the fiscal, instructional, and human resources necessary to support high quality instruction in all classrooms PK - Adult are identified, procured, allocated, and deployed.~~
Working with school system financial and human resources officials, ensure that the fiscal, programmatic, and human resources necessary to support highly quality instruction in all classrooms PK - Adult are identified and appropriately deployed.
4. With input from internal and external stakeholders, develop and implement county-wide curricula, including overseeing selection of instructional materials, supporting school-based personnel in the

development of course offerings and master schedules, and leading efforts to enhance and enable offerings through technology integration.

5. In collaboration with internal and external stakeholders, assist the superintendent in developing and implementing the county strategic plan.
6. With input from internal and external stakeholders, assist in the development of the county professional development plan, with emphasis on components related to the recruitment, retention, and development of high quality educators.
7. ~~Plan, support, and monitor the procurement, allocation, deployment, and use of instructional technology throughout the county.~~
Plan, support, and monitor the deployment and use of instructional technology throughout the county.
8. Plan, support, and monitor implementation of county and state assessments, including but not limited to formal and informal assessment processes and those required for state and/or federal accountability measures.
9. Prepare and deliver reports, presentations, and analyses as required.
10. Attend meetings, conferences, and professional development opportunities as required.
11. Perform other duties as assigned by the Superintendent.

Qualifications

1. Must hold or be eligible to hold a West Virginia Professional Administrative Certificate.
2. Must have excellent oral and written communication skills and ability to use technology-enhanced and technology-enabled tools and applications.
3. Demonstrated, successful experience as a classroom teacher, student support personnel, or administrator is preferred.
4. Demonstrated, successful leadership experience is preferred.

Physical demands

This position may involve light to moderate lifting, reaching, and grasping, with frequent, short periods of walking, standing, and sitting. The position may also require the ability to clearly see, hear, read, write, talk, and type as necessary for communication with colleagues, students, and members of the community and the operation of computer applications. Most educational settings occur indoors with low to moderate sound levels, though exceptions may include outdoor activities for recess, physical activity, etc., and louder environments such as gymnasiums, auditoriums, musical performance spaces, etc.

Reasonable accommodations will be made for individuals with disabilities both temporary and permanent.

Adopted by the Roane County Board of Education on May 27, 2021.