



Address:  
30 West Pershing Road  
Suite 402  
Kansas City, MO 64108

Phone:  
(816) 241-6200  
Fax:  
(816) 241-6201  
Website:  
[www.frontierschools.org](http://www.frontierschools.org)

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## Job Description: Assistant Director of Curriculum – Subject/Grade Level

### SUMMARY:

**Position** : Assistant Director of Curriculum – Subject/Grade Level  
**Description** : Assist Director of Curriculum for creating and managing the development of curriculum, assessment, and professional development and utilizing effective communication with instructional coaches, campus administrators and teachers  
**Reports to** : Director of Curriculum  
**Department** : Academics  
**Job type** : Full time  
**Classification** : Exempt  
**Calendar Type** : 11-month (Calendar 2)

### QUALIFICATIONS:

- Bachelor's degree from accredited institution
- Minimum of four years of K-12 teaching experience
- Teacher certification
- Instructional leadership/coaching/mentoring experience in a K-12 setting is preferred
- Master's degree in Education is preferred

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assist Director of Curriculum to perform following duties and responsibilities:

- Design, develop and evaluate curriculum and program goals
- Design scope and sequences aligned to state standards
- Evaluate effectiveness of instructional resources through the analysis of student performance data, observing teachers' classrooms, and receiving feedback from campus administrators and teachers
- Responsible for the preparation of various reports as needed.
- Organize district, campus, department trainings
- Creates and manages local assessments
- Respond to public inquiries about curriculum and instruction.
- Perform other duties as assigned.



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## SKILLS AND ABILITIES:

- Ability to write and revise curriculum
- Ability to communicate effectively in both written and oral forms with all levels of management, both internal and external to the district.
- Ability to establish and maintain effective working relationships both internal and external to the district.
- Ability to use computer including software, Google Drive, database used by the district, spreadsheet and word processing software, copy machine, scanner, and telephone
- Ability to analyze data.
- Ability to engage problem-solving skills

## WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS:

- Light Work: may require occasional light lifting.
- Nights and weekend activities will be occasionally required.
- Position is in office setting and may involve prolonged work at a desk in one location.
- Moderate travel is required.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements, physical demands, work conditions and environment listed above are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*