



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

Phone:
(816) 241-6200
Fax:
(816) 241-6201
Website:
www.frontierschools.org

Job Description: Director of Curriculum – Elementary

SUMMARY:

Position : Director of Curriculum – Elementary
Description : Coordinate development of curriculum, assessment, and professional development and utilizing effective communication with instructional coaches, campus administrators and teachers
Reports to : Superintendent
Department : Academics
Job type : Full time
Classification : Exempt
Calendar Type : 11-month (Calendar 2)

QUALIFICATIONS:

- Minimum of five years of K-12 teaching experience
- Instructional leadership/coaching/mentoring experience in a K-12 setting
- Teacher and/or administrator certification
- Master's degree in Education

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Collaborate with administrators to ensure that curriculum is appropriately developed, disseminated and implemented
- Ensure that scope and sequences aligned to state standards
- Monitor instructional program goals and recommends changes and improvements as needed
- 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
- Closely monitor intervention programs at campus level
- Analyze assessment results
- Provides guidance in the selection and use of textbooks and other instructional materials
- Respond to public inquiries about curriculum and instruction



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- Collaborate with school leaders on hiring of staff when appropriate
- Perform other duties as assigned

SKILLS AND ABILITIES:

- 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.