



WEST BOLIVAR CONSOLIDATED SCHOOL DISTRICT

P.O. BOX 189
ROSEDALE, MISSISSIPPI 38769

Mr. John Taylor
Superintendent

Phone: 662-759-3525
Fax: 662-759-6316

Vacancy Announcement

DIRECTOR OF CURRICULUM AND INSTRUCTION

QUALIFICATIONS:

1. Master's Degree from an accredited educational institution
2. Certification in Educational Leadership or School Principal by the State of Mississippi
3. Minimum of eight (8) years teaching and administrative experience
4. Experience in Instructional Leadership

REPORTS TO: Superintendent

JOB GOAL: Under the direction and supervision of the Superintendent, directs the district's instructional programs, facilitates the ongoing development and alignment of the district's curricula; facilitates the interpretation and use of all district data points.

ESSENTIAL DUTIES AND RESPONSIBILITIES: As assessed by the Superintendent, the results of the Director of Curriculum's job performance will be as follows:

1. Serves as leader and general resource person in matters relating to curriculum development and evaluation.
2. Facilitates, implements, and assists with the development of a standards-based curriculum in all content areas.
3. Coordinates and implements the staff development programs.
4. Coordinates the district's instructional program in a manner consistent with district goals, objectives, and grade-level alignment.
5. Reviews, researches, prepares and disseminates information pertaining to trends in curriculum development, extended learning programs, and intervention programs.
6. Facilitates the development of K-12 content and multiple assessments to align with the district's approved curriculum, and College and Career Ready standards.
7. Analyzes, reports and interprets student performance data and makes recommendations for instructional improvement.
8. Develops, submits, and monitors budgets for the operation of assigned programs and services.
9. Coordinates the process of textbook evaluation, selection, and adoption, to insure seamless vertical alignment in all content areas.
10. Works with principals in the continuing evaluation of programs to improve student achievement.



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11. Visits schools regularly to ensure effective communication and implementation
12. Provides timely and effective communications regarding incidents and/or situations which might impact the district, its divisions or its schools to appropriate district office/school personnel
13. Assists in maintaining and cultivating the external and internal image of the district, its divisions and its schools
14. Coordinates Board of Education agenda items relating to the Director's areas of responsibilities submitting items in a timely and appropriate manner to the Superintendent for final review
15. Attends Board of Education regular meetings
16. Attends all principals' meetings
17. Demonstrates prompt and regular attendance.
18. Supports the West Bolivar Consolidated School District Mission, Vision, and Strategic Plan
19. Performs other duties as assigned.

TERMS OF EMPLOYMENT: Salary based on administrative pay scale at 235 days per year.

EVALUATION: Annually

Application Process:

Applications may be found on the West Bolivar Consolidated School District website at www.wbcsdk12.org on the Employment page and will be accepted until a suitable candidate is hired. Applicants are encouraged to apply online or submit a paper application to the address above.