

Red River Parish School Board

Job Description

Title: **Director of Curriculum: Student Learning**

Qualifications: Must have valid LA Teaching Certificate in area of Director/Supervisor or Educational Leader 2 (EDL 2)

Five (5) years of successful professional school experience, three (3) of which must have been during the five (5) year period immediately preceding appointment to the supervisory position
Effective, new hire, June 1, 2016

Superordinate: Superintendent

Performance Responsibilities

1. Supervises appropriate classroom teachers.
2. Evaluates principals and district personnel as assigned by the Superintendent
3. Coordinates:
 - Services to all elements of the school district on affairs related to his/her sphere of duties.
4. Seeks for, researches, writes and applies for grants from state, federal and private sources.
5. Assists:
 - In development of appropriate in-service programs.
 - In the evaluation of teacher performance on request as required by the Superintendent.
6. Serves as consultant to professional faculty studies.
7. Serves as liaison between departments in the central office and the schools.
8. Observes the ethics of the profession and encourages adherence by the faculty and staff to ethical attitudes and practices.
9. Exhibits ethical and moral character and encourages the same within the faculty, staff and student body.
10. Works cooperatively with the total administrative staff in the development and implementation of all programs.
11. Coordinates programs with input from Central Office Directors & School Administrators.
12. Emphasis for programs, staff development, etc. as based on state accountability and assessment at the parish level and for each individual school site/program.
13. Meets the Professional Development Requirements.
14. Performs other related duties as may be assigned by the Superintendent.

Professional Ethics

1. Maintain good attendance
2. Reports to work on time.
3. Adheres to Red River Parish School Board's dress code (GAMB)
4. Promotes harmony between: principals, teachers, students, and staff.
5. Accepts and supports administrative decisions.
6. Displays professional ethics on and off duty.
7. Maintains a positive attitude of promoting school and community relations.
8. Fosters good community relations.
9. Participates in harmonious working relationship with peers, parents and community relations
10. Maintains confidentiality in matters relating to students and staff.
11. Adheres to the Red River Parish School Board's Sexual Harassment Policy (GAEAA) and Employee Conduct (GBRA).
12. Adheres to Red River Parish School Board's dress code (GAMB)

The signature below indicates that the primary or secondary evaluator has reviewed this job description with the person whose signature appears in the employment signature space.

Employee Name (Print)

Employee Signature

Date

Immediate Supervisor

Date

Terms of Employment: **12 Months**