



organizations, the public and various local and State agencies to meet the learning needs of students; assure proper and timely resolution of Curriculum Services issues and conflicts.

Plan, organize, control and direct operations and activities to enhance faculty, administrative and leadership team understanding of educational practices, instructional material guidelines and requirements, curriculum standards and instructional strategies; participate in the development and implementation of curriculum standards to meet student needs.

Direct and participate in the design, development, implementation and conducting of trainings, workshops and professional development activities for County faculty and administrators concerning educational programs, services and related principles, theories, standards, guidelines, requirements, practices, procedures and techniques; prepare and deliver oral presentations.

Provide consultation, technical expertise and coaching to staff, faculty, administrators, leadership teams and others concerning curriculum, instruction, school and district planning, professional development and Program services; respond to inquiries and provide detailed and technical information concerning related standards, requirements, plans, strategies, designs, goals, objectives, principles, priorities, practices, techniques, laws, codes, regulations, policies and procedures.

Assure adequate resources to meet school curriculum and instruction support service needs; monitor staffing needs and initiate recruitment activities as needed; recruit and hire consultants as needed; develop and provide internal and external assessment, instructional, curriculum, content-based and professional learning resources to enhance educational processes and outcomes for students.

Direct and participate in the research, assembly, compiling and analysis of a variety of technical data and information related to curriculum and instruction; oversee and participate in the development, preparation and distribution of presentation, training and informational materials; conduct a variety of statistical and analytical surveys and studies related to student needs and achievement.

Develop and prepare the annual preliminary budget for Curriculum Services; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; prepare, develop, negotiate and monitor contracts and service agreements; research, obtain and maintain grants and other funding sources.

Maintain current knowledge of educational methods, practices and standards related to Curriculum Services and related laws, codes, regulations, policies and procedures; modify programs and services to assure compliance with standards and requirements as needed.

Provide technical information and assistance to the Associate Superintendent regarding Curriculum Services operations, issues, needs and activities; participate in the formulation and development of related policies, procedures and programs.

Direct and participate in the preparation and maintenance of various narrative and statistical records, reports

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and files related to curriculum, instruction, school districts, schools, students, achievement, budgets, personnel, projects, meetings, assessment, resources, tests, professional development, grants and assigned activities.

Communicate with administrators, personnel and outside agencies to exchange information, coordinate activities and programs and resolve issues or concerns; oversee the preparation, distribution and response to Curriculum Services correspondence.

Operate a variety of office equipment including audio-visual devices, projectors, computers and assigned software; drive a vehicle to conduct work.

Coordinate, attend and conduct a variety of meetings; present materials and information concerning Program services, operations, issues, needs and activities; attend and participate in various conferences, institutes, seminars, teams, task forces, committees and in-services.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Planning, organization and direction of Curriculum Services operations, activities, programs and educational services to provide curriculum and instructional support services for local school districts and enhance student learning and achievement in County schools.

Curriculum standards, interpretation and application in County schools and various subject areas.

Local, State and federal standards and requirements governing Curriculum services.

Principles, practices and procedures involved in the development and implementation of Curriculum Services activities, programs, plans, projects, standards, services, strategies, goals and objectives.

Principles, theories, standards, practices, strategies and procedures involved in enhancing student achievement.

Instructional techniques and strategies related to County schools and programs.

Policies and objectives of assigned programs and activities.

Practices, procedures and techniques involved in the development and implementation of staff development activities.

Budget preparation and control.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Public relations and speaking techniques.

**ABILITY TO:**

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