

**WINOOSKI SCHOOL DISTRICT**  
**Job Description: DIRECTOR OF CURRICULUM AND LEARNING**

**Date Approved/Updated:** February 4, 2020

**Location:** District wide

**Job Group:** Administrator

**Reports To:** Superintendent

**Summary of Position Responsibilities:**

**Essential Duties and Responsibilities:**

1. Establishes and maintains an effective learning climate for all students, teachers, and staff by ensuring a seamless, standards-based Prek-12 curriculum is articulated and implemented.
2. Coordinate the development of activities designed to improve classroom instructional practices.
3. Develop and monitor an effective professional development program for all teaching and instructional support staff, ensuring that personnel are able to carry out their curricular and instructional responsibilities.
4. Supervises and evaluates instructional coaches and interventionists on a regular basis.
5. Responsible for preparing Federal and State grant applications and monitoring all relevant grant monies awarded in collaboration with the Finance Manager, Director of ELL and principals (e.g. Title I, II, III, and IV Title III Immigrant, and Refugee Children's School Impact Grant)
6. Ensure the periodic examination and improvement of educational practices and programs by analyzing available student performance data.
7. Assist the superintendent in the development, publication, and dissemination of information regarding programs, practices, and results of the WSD educational efforts on an annual basis.
8. Plans in-service workshops and development programs for collaborating teachers and members of the support staff and selected classroom teachers as necessary.
9. Keep current with the literature, law, new research findings, and improved techniques in curriculum planning, instruction, assessment and staff development.
10. Other duties as assigned by Superintendent

**Supervisory Responsibilities include:** interviewing; hiring; training; appraising performance;  rewarding/disciplining employees; addressing complaints and resolving problems; planning, assigning, and directing work

**Qualification Requirements:**

*The requirements listed below are typical of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Education and/or Experience:** Master's Degree in Education or related area. Teaching experience.

**Certificates, Licenses, Registrations:** Holds Vermont State License for Director of Curriculum.

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*The information contained in this job description is for compliance with the Americans With Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual(s) currently holding this position and additional duties may be assigned. The Board reserves the right to waive the essential requirements contained in this job description.*

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Language Skills: Ability to read, analyze, and interpret information from professional journals, state forms, legal documents, testing and assessment data. Ability to respond concisely and accurately to inquiries, questions and complaints from students, parents, colleagues, advocates, and community members. Ability to effectively present information related to job responsibilities to administrators, public groups, community members and School Board.

Mathematical Skills: Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply math concepts such as fractions, percentage, ratios and proportions and to use basic formulas.

Reasoning Ability: Ability to predict, define, analyze, solve and facilitate solutions to practical and applied problems in various environments that elate to areas of responsibility.

Other Skills and Abilities: Other qualifications as determined appropriate by the Board of School Trustees and the Vermont Agency of Education.

**Physical Demands:**

*The physical demands are typical of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Indicate with the following designations O=occasionally F=frequently or C=constantly for each essential function of the job. Leave blank if it is not essential to the job:*

\_F\_ Standing    \_F\_ Walking    \_F\_ Sitting    \_F\_ Lifting    \_F\_ Carrying    \_F\_ Pushing  
\_F\_ Pulling    \_F\_ Climbing    \_F\_ Balancing    \_F\_ Stooping    \_F\_ Kneeling    \_O\_ Crawling  
\_F\_ Crouching    \_F\_ Reaching    \_F\_ Handling    \_F\_ Fingering    \_F\_ Feeling    \_C\_ Talking  
\_C\_ Hearing    \_C\_ Far Vision    \_C\_ Near Vision    \_C\_ Color Vision    \_F\_ Depth Perception    \_C\_ Repetitive Motion  
\_C\_ Eye/Hand/Foot Coordination

**Physical Effort:** Please indicate on the continuum the requirements of this position:

Sedentary Work	Light Work <b>XX</b>	Medium Work	Heavy Work	Very Heavy Work
Lifts up to 30 lbs Walks/stands occasionally	Frequently lifts up to 10 lbs. Frequently walks/stands.	Frequently lift/carry up to 25 lbs.	Frequently lift/carry up to 50 lbs.	Frequently lift/carry up to 50 lbs or more.

**Work Environment:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Indicate with the following designations N=Never O=occasionally F=frequently or C=constantly for each essential function of the job:*

\_O\_ Exposure to weather    \_O\_ Extreme heat    \_O\_ Extreme cold    \_F\_ Noise    \_O\_ Dust, vapors, fumes  
\_C\_ Time constraints    \_C\_ Public contact    \_C\_ Deadlines    \_F\_ Travel    \_C\_ Inside work

**Terms of Employment:** As negotiated with the Superintendent.

**Compensation:** As negotiated with the Superintendent.

**Evaluation:** Done annually by the Superintendent.

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