

## **JOB DESCRIPTION**

**TITLE:** CURRICULUM DIRECTOR for Delhi High School

**QUALIFICATIONS:** Must hold a valid Louisiana Teacher's Certificate with 3 years teaching experience and a Master's degree. Must have the ability to model D-Quadrant lessons and assist teachers with Rigor, Relevance, and Relationship strategies that develop the three skill areas of literacy, analytical reasoning, and problem solving with the Comprehensive Curriculum through the year.

**REPORTS TO:** Principal

**SUPERVISES:** None

### **GENERAL RESPONSIBILITIES:**

The position will model, coach, observe, and assist personnel at the school site to use Rigor, Relevance, and Relationships with the Comprehensive Curriculum effectively for instruction. He/she will facilitate D-Quadrant learning activities in the classroom using the literacy, analytical reasoning, and problem solving strategies from each International Center for Leadership in Education (ICLE) training session. He/she will also ensure that Delhi High School teachers use core academic learning, stretch learning, learner engagement, and personal skills development as the learning criteria for Rigor, Relevance, and Relationships.

### **PEFORMANCE RESPONSIBILITIES:**

1. Plan and provide D-Quadrant lesson modeling, coaching, planning, or observing with each teacher using Rigor, Relevance, and Relationships and Comprehensive Curriculum on a weekly basis.
2. Assist teachers and administrators with the implementation of new instructional strategies and Comprehensive Curriculum.
3. Coordinate training with the ICLE Virtual Coach, Senior Consultants, and Academic Officers using the Successful Practices Network.
4. Meet with the ICLE Virtual Coach, Senior Consultants, and Academic Officers to promote collaboration and facilitate Collaborating Online for Rigor and Relevance (CORR) professional development for the Delhi High School Faculty.
5. Work with the district supervisors and school improvement team to assist in accomplishing goals, objectives, and activities indicated on the Reconstitution Plan, School Improvement Plan, and ICLE Individualized Action Plan.
6. Maintain a file of information concerning Rigor, Relevance, and Relationships, schedule visits with teachers, and progress towards meeting school goals and objectives.

7. Ensure Delhi High School submission of (2) Gold Seal Lessons to the Success Practices Network.
8. Work with school administrators and teachers to identify school and classroom strengths and weaknesses.
9. Participate in job embedded sessions held at the school.
10. Assist with planning and implementation of family nights to share Rigor, Relevance and Relationship strategies and offer ways parents can assist their children with instruction at home.
11. Maintain a high level of involvement in the Comprehensive Curriculum professional development and monitoring of its use.
12. Assist school with analyzing school data and plan for improvement.
13. Develop an acceptable Professional Growth Plan.
14. Attend professional conferences and workshops.
15. Maintain records of school professional development and evaluations.
16. Complete necessary reports and documentation in coordination with ICLE's Individualized Action Plan, Reconstitution Plan, and School Improvement Plan.
17. Coordinate student activities at Delhi High School.
18. Performs all other duties and services assigned by the principal.

TERM: 12 months

**EVALUATION:**

This position shall be evaluated in accordance with the Richland Parish School Board Personnel Accountability Plan.

---

Employee's Signature

---

Date