



## **Notice of Available Position(s)**

### ***Director of Curriculum and Accountability***

**Posting Period:**

July 27, 2020 to August 7, 2020 (or until filled)

**Required Application Materials:**

Letter of Interest

Current Professional Resume

Copy of Certifications

List of References (minimum of three professional references)

**\*Please feel free to include any other application materials that you feel may be necessary.**

**Apply to:**

Jennifer Brown, Superintendent

Cadillac Area Public Schools

421 South Mitchell Street

Cadillac MI 49601 (231)876-5000

Electronic Applications can be sent via email to [jobs@cadillacschools.org](mailto:jobs@cadillacschools.org)

**“EDUCATE. COLLABORATE. INNOVATE.”**

**\*\*Cadillac Area Public Schools is an Equal Opportunity Employer\*\***

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**Cadillac Area Public Schools**  
**Director of Curriculum and Accountability**

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POSITION SUMMARY: To plan and monitor student assessment and accountability programs as defined by the district school improvement plan; oversee and monitor the processes, procedures, guidelines and compliance issues; provide leadership and support to schools in analyzing college and career performance indicators as well as professional development of data analysis; write and manage district/building level, state and federal grants and recommend pertinent policies, regulations and procedures plan, organize and supervise PreK-12 assessment; seek out and provide research to improve programming, district and school based professional practices; enable the District to continually improve its effectiveness and efficiency in meeting the educational needs of all students.

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#### Qualifications:

- a) Master's Degree or equivalent of education and experience in leadership, curriculum, administration, grants and leadership.
- b) Three or more years of demonstrated leadership ability in school administration.
- c) Five (5) years of increasingly responsible experience in some combination of educational research, program evaluation, assessment, building/district level leadership; OR any combination of experience and training which provides the applicant with the knowledge, skills, and ability required to perform the work.
- d) Experience in screening, diagnostic, formative and summative assessment development, practices and validation.
- e) Knowledge of systems-thinking and adult learning theory, current research, best practices and effective instructional strategies.

*Alternatives to the above qualifications as the Superintendent or Board of Education may find appropriate and acceptable.*

**Scope of Responsibility:** The Director of Curriculum and Accountability develops and supports first line administrators. (S)he ensures the district's fiscal and operational goals are prioritized, aligned with the instructional goals to yield the highest standards of student achievement, instructional excellence, and community support. The Director of Curriculum and Accountability assists the Superintendent in all matters as defined by the Superintendent.

#### Performance Responsibilities:

##### LEADERSHIP:

1. Responsible for the development of District School Improvement Plan including annual goals, action planning and monitoring for systems and operations for the district.
2. Assists in the creation of all reports, records, and other paperwork as required by the Board of Education, State Department of Education, and the Federal Government, or paperwork that may be appropriate to the district's administration.
3. Keeps the Superintendent informed and works cooperatively with all other administrators in school and district-related matters.
4. Attends, participates and leads professional meetings where appropriate.
5. Establishes and maintains building and district assessment practices and procedures.
6. Performs other duties and assumes such other responsibilities as may be assigned by the Superintendent.

##### ACCOUNTABILITY AND GRANTS:

1. Oversees and assists in the development of curriculum budgets including staffing needs, instructional materials and resources, and provision for the activities of the district.
2. Recruits talent and develops succession plans.
3. Develops and maintains dashboard reporting at the building and district levels.
4. Develops and maintains human resources policies and procedures.
5. Oversees program evaluation.
6. Develops, monitors, and maintains State, Federal and competitive grant budgets.

#### OPERATIONS:

1. Follow all rules, policies and procedure of Cadillac Area Public Schools, along with state and federal regulations.
2. Acts as a liaison with the Superintendent and other Administrators/Directors on matters related to assessment and accountability.
3. Advises Superintendent on all matters concerning assessment and accountability monthly.
4. Responsible for assessing results of programs and addressing areas in need of improvement.
5. Develops and supports district wide balanced assessment systems including formative, interim and summative assessments.
6. Oversees iObservation setup and monitoring implementation.

#### PERSONNEL:

1. Supports administrators in developing positive, safe learning environments.
2. Develops and supports systems around human resources, grants, school improvement, assessment and accountability.
3. Promotes effective communication and cooperation among administrators.

#### SCHOOL-COMMUNITY RELATIONS

1. Promotes and assists in the coordination of effective communication.
2. Develops and maintains good relations with the school community.
3. Seeks talent and support from the community to further career and college readiness.
4. Works cooperatively with colleagues within the district and from other school districts.
5. Serves on district committees, participates in district activities, and represents the district as warranted, or as directed by the Superintendent.

#### PERSONAL GROWTH:

1. Sets goals for self-improvement; carries out individual improvement plan developed with the Superintendent.
2. Maintains a high level of competence in the field of education, remaining current in issues related to areas of responsibility.
3. Maintains a high level of personal integrity and a strong work ethic.

Terms of Employment: As set by the Board of Education on recommendation of the Superintendent.