

# WELLINGTON EXEMPTED VILLAGE SCHOOLS

## VACANCY ANNOUNCEMENT

The following position is available for appointment. Applications for external hire will be accepted until filled. Eligible persons possessing the required qualifications and wishing to be considered for the job should apply. If applying in writing, include a statement of qualifications with your application and send it to: Edward Weber, Superintendent, 305 Union Street, Wellington, Ohio 44090 or by email at [eweber@wellingtonvillageschools.org](mailto:eweber@wellingtonvillageschools.org).

**JOB TITLE:** **DIRECTOR OF CURRICULUM AND SPECIAL PROJECTS**

**ASSIGNMENT:** **DISTRICT**

**QUALIFICATIONS:**

- Master's Degree, preferably in Curriculum and/or School Administration
- Valid administrative license appropriate for job function
- Substantial evidence of improving instruction & student performance
- Evidence of 3 years successful administrative or supervisory experience preferred
- Successful and in depth experience in Curriculum and Instruction
- Strong written and oral communication skills
- Strong organizational, interpersonal and leadership skills
- Pass BCI & FBI Background Checks.

**Please include the following with the application:**

- Cover Letter
- Resume
- Reference List
- Copy of credentials, transcripts, and Praxis Scores if applicable

**DUTIES:** Per Job Description

**TERMS:** Multi-Year Contract

**WAGES:** Negotiable - Anticipated salary range of \$70,000 - \$100,000

(December 13, 2023)

It is the policy of this District that no candidate for a position in this District shall be discriminated against on the basis of race, color, religion, national origin or citizenship status, creed or ancestry, age, gender, marital status, non-disqualifying disability, height, or other protected categories. Any person who knowingly makes a false statement is guilty of falsification under section 2921.13 of the Revised Code, which is a misdemeanor of the first degree.

# **WELLINGTON EXEMPTED VILLAGE SCHOOLS**

## **JOB DESCRIPTION**

Board Approved - 12/12/2023

**JOB TITLE:** **DIRECTOR OF CURRICULUM AND SPECIAL PROJECTS**

### **QUALIFICATIONS:**

- Master's Degree, preferably in Curriculum and/or School Administration
- Valid administrative license appropriate for job function
- Substantial evidence of improving instruction and student performance
- Pass state mandated criminal and health checks
- Evidence of 3 years of successful administrative or supervisory experience preferred
- Successful and in depth experience in Curriculum and Instruction
- Strong written and oral communication skills
- Strong organizational and interpersonal skills
- Excellent leadership skills

**REPORTS TO:** Superintendent

**JOB GOAL:** To promote and direct the planning, delivery, assessment, and ongoing improvement of curriculum, instruction, and special programs.

### **PERFORMANCE RESPONSIBILITIES:**

1. Improve student performance by working with teachers to improve instruction.
2. Work with principals and teachers in order to affect horizontal and vertical continuity and articulation of the instructional and curriculum program to State standards and the district.
3. Provide leadership in the development and implementation of the district Comprehensive Continuous Improvement Plan (CCIP).
4. Coordinate information sources, data collection and data analysis to interpret student performance.
5. Plan and implement on-going in-service programs for the district.
6. Work with building administrators and teachers regarding the addition, deletion and/or grade placement of courses.
7. Develop rapport and a strong supportive working relationship with administrators and instructional staff.

# **WELLINGTON EXEMPTED VILLAGE SCHOOLS**

## **JOB DESCRIPTION**

**Board Approved - 12/12/2023**

8. Oversee the development and implementation with the building principals of additional programs to improve student performance, i.e., summer school, after school programs, in-school intervention.
9. Oversee the evaluation and selection of new books, equipment, and other instructional supplies.
10. Monitor and secure grant money, identify and recommend funding opportunities, as well as help prepare and write grant and foundation proposals.
11. Promote the effective use of available technology in improving instruction.
12. Encourage staff to develop and disseminate innovative and pilot programs.
13. Participate in State and/or regional activities that advance district goals.
14. Administer the board-approved budget for assigned areas of responsibility.
15. Supports the goals, objectives, and policies of the WEVSD and provides excellent customer service to students, staff, and community.
16. Will express concern for and sensitivity to the needs of all staff and students regardless of their race, national origin, sex or disability.
17. Participate and attend district and school leadership meetings.
18. Report regularly to the Board of Education at their monthly meetings.
19. Performs additional duties as assigned.

### **TERMS OF EMPLOYMENT:**

260 day contract

Approximate Work Hours or Days: 8:00 a.m. to 5:00 p.m., some evening hours required

Salary negotiable (anticipated salary range of \$70,000 - \$100,000)

**EVALUATION:** Annually, by the Superintendent