

## **2.5.1 – DIRECTOR OF SECONDARY CURRICULUM**

The Director of Secondary Curriculum works under the supervision of the Superintendent, and with the principals of the secondary schools. He/she shall coordinate and supervise school curriculum and assist in administrative responsibilities relating to the secondary schools. He/she will be responsible for the administration of specific programs, the development of secondary staff inservice, and community education.

He/she shall:

1. Be responsible for instructional inservice programs and staff development for the Secondary schools.
2. Assist in the implementation of education standards in the secondary schools and monitoring for continued compliance.
3. Serve as the administrative head of the secondary school curriculum committee.
4. Be in charge of the preparation of curriculum guides for the secondary grades.
5. Study and evaluate innovations in instructional-curriculum practices.
6. Serve as the Chair of the secondary textbook committees and facilitate the review and selection of textbooks.
7. Work with the school principals in a program of supervision designed to improve instruction.
8. Make recommendations pertaining to needed school facilities and equipment.
9. Assist in the evaluation of the secondary school principals.
10. Establish and maintain a favorable relationship with local community groups to foster understanding of and support for the school program.
11. Perform other tasks as may be assigned by the Superintendent.