

11. Plans and administers an efficient system for recruitment, hiring, induction, training, supervision and evaluation of all assigned personnel.
12. Consult with the principal and coordinators in order to maintain continuity in the curriculum from the elementary and junior school to the secondary level.
13. Meet with sales representatives regarding new materials.
14. Serve as resource person for the central office administration.
15. Organize all committee meetings which deal with selection or change of appropriate textbooks in the district.
16. Confer with the district's NCLB and IDEA Coordinators and Director of Special Services regarding any programs which affect basic instruction.
17. Correlate and integrate the various subject areas, where possible.
18. Prepare an annual report for the Superintendent covering the growth and aims of the district curriculum.
19. Assists in the maintenance planning and selection of computer equipment and related instructional technology.
20. Attend board of education meetings and prepare reports for the board as the superintendent may request.
21. Be available to meet with parent groups to discuss the various areas of the curriculum.
22. Directs and coordinates the District and State Testing Program.
23. Directs and coordinates formative and summative assessments and interpretation of data.
24. Use data to inform instructional practices and assist with interpretation of achievement test statistics and NCLB benchmarks.
25. Oversees and coordinates the Gifted and Talented Program.
26. Oversees and coordinates the Basic Skills Program.
27. Coordinates elementary counseling programs.
28. Coordinates elementary library/media programs.
29. Section 504 Coordinator.
30. Administrative Liaison to the Board's Policy Committee.
31. Perform other duties and special assignments consistent with this position as delegated by the Superintendent.

Dated:
April 25, 2011