

# KUSPUK SCHOOL DISTRICT

## Job Description

**POSITION:** Director of Cur. & Ins./Testing Coord./STEPP Coord./1003a Grant Mgr.

**LOCATION:** District Office, Aniak, AK

### QUALIFICATIONS:

- Alaska Type B Certificate (required)
- Strong organizational and supervisory skills
- Expertise with instructional technology
- Experience with Alaska Native students
- Experience with Common Core Standards
- Experience as Principal / Lead Teacher (preferred)

### RESPONSIBILITIES:

- Coordinate and monitor staff development and in-service activities.
- Develop system-wide plan for curriculum study and improvement consistent with the district vision, goals, and policies.
- Coordinate development of new and revised curriculum for the district.
- Coordinate and work with Principals to develop STEPP Plans and implementation
- Coordinate and Manage 1003a Grant / ASTE Conference / Spring Leadership Conference ASLI Conference Training.
- Organize and review the results of curriculum committees, ensuring results are consistent with district objectives.
- Plan, develop, implement, and evaluate the curricular and instructional program of the district.
- Interpret the present curriculum and proposed curriculum changes to the board, the administration, the staff, and the general public.
- Monitor textbook and supplementary materials selection used in educational programs in the district.
- Responsible for textbook adoption, inventory, and distribution.
- Develop district course catalog listing core academic and elective courses aligned to Common Core and Carnegie standards.
- Examine and develop graduation requirements and other educational standards and develop appropriate recommendations for revision consistent with district goals and within state requirements.
- Work with subject committees to develop curriculum and pacing guides for all district curriculum materials.
- Work with principals, Student Services Coordinator and teachers to develop, implement and assess district tutoring plan.
- Work with staff, school administration and outside vendor to develop, , oversee and assess the district on-line course program.
- Work with Principals to provide training / guidance on Response to Intervention (RTI)
- Coordinate CHAMPS program in district working with Principals.
- Coordinate District wide Testing program in district working with Principals.
- Prepare Reports for the Board Meeting and Serve on District Leadership Team
- Perform such other duties as may be assigned by the Superintendent of Schools.

**PLEASE SUBMIT:** A letter of interest, a current resume, with references and an Alaska Teacher Placement or KSD Certified application by fax or email

**APPLY TO:** Erich Henry Kuball, Interim Superintendent  
Kuspuk School District  
P.O. Box 49 Aniak, Alaska 99557  
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**CLOSING DATE:** Until filled

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Job ID 7546

