

INTERNAL POSTING
DIRECTOR OF CURRICULUM/GRANT ADMINISTRATOR
One Year Contract

Qualifications:

Masters Degree from an accredited educational institution
State of Michigan Administrative Certification
Experienced in Grant Writing

Reports to:

Superintendent

Job Goals:

To provide leadership in curriculum and instruction services to ensure quality programs and instructional practices throughout the District. To coordinate the development, implementation, and assessment activities required to meet the grant related goals in accordance with District philosophy, goals and objectives. To provide curriculum leadership on the technology committee.

Responsibilities:

Analyze testing results (i.e. MEAP, ACT, and MME) and make recommendations for improvement.
Participate in the District Steering Committee
Coordinate the preparation and timely submission of the following district reports”
 The School Improvement Plan
 The Annual Report
 The Technology Plan

Grant Administration:

Collect and analyze data related to grant activities.
Define goals and objectives for each grant with Superintendent and Administrators.
Develop long and short-range plans which are aligned with both grant and District goals and objectives.
Make timely application and reporting of grants.

Educational Technology:

Coordinate with teachers and other personnel for the purpose of planning and developing appropriate instruction using existing technologies. Supervise the cataloging and organization of the district-wide videos, maintain proper copy writes, ensure content is appropriate, train teachers on how equipment is used, and why (teaching through technology) is used. Assist teachers on how to use resource areas.

Assist principals with the system wide set up, update, and distribution of power point and other presentations using the video on demand system.

Salary - \$85,000.00

Resume/Letter of Interest to: Joan Deaton, Interim Superintendent
20225 Beaconsfield
Harper Woods, MI 48225