

**LOWELL AREA SCHOOLS**  
Lowell, Michigan  
**Internal/External Job Posting**  
March 25, 2025



**POSITION:** Lowell Area Schools **Director of Teaching and Learning - Curriculum**

**JOB SUMMARY:**

The Director of Teaching and Learning will work closely with the superintendent, building administration and teachers to direct the instructional programming, Pre-K thru Grade 12, across all content areas and programs. The Director will provide leadership in increasing student achievement by developing an aligned and coherent standard based instructional system. Duties also include oversight on state mandated and district norm-referenced testing. The Director will oversee the coordination and implementation of technology usage in the district.

**RESPONSIBILITIES:**

- Plan and implement the direction of the District's curriculum and instructional program.
- Foster positive school culture and positive school-community relations.
- Create, monitor, and revise the District School Improvement Plan (MICIP).
- Monitor student achievement data and plan course of action.
- Develop and support instructional leadership and capacity at school sites through planning and facilitating meetings, providing individual coaching support with tiered dialogues and supporting professional learning activities and coaching behaviors at the school site.
- Research best instructional practices and curriculum, and develop instructional plans in alignment with District and State Standards.
- Build capacity of school leadership teams to plan and develop building level professional development. Plan and participate in site visits, leadership team meetings, in-services, group dialogues and grade level meetings.
- Attend in-district and out-of-district meetings in facilitation of duties as needed.
- Use data to analyze and plan for intervention for students.
- Monitor, implement, and support Board policies; State and Federal statutes and regulations.
- Compose and deliver appropriate and professional communications to students, staff, parents, community members, and colleagues.
- Assist in the development and monitoring of special program budgets (Title Funds, At-Risk Funds).
- Attend evening activities as requested and appropriate.
- Implement and monitor MTSS system for tiered instruction.
- Implement and monitor improvement of Professional Learning Communities (PLC).
- Oversee district technology department for best practice, instructional needs, communication and strategic planning.
- Serve as a district McKinney Vento liaison.
- Oversee district EL programming.
- Perform other duties as assigned.
- Full Job Description available upon request.

**QUALIFICATIONS:**

- Master's Degree in: Educational Administration, Leadership, or Curriculum preferred.
- Minimum five (5) years successful teaching experience preferred and successful administration experience preferred.
- Valid Michigan teaching certificate.
- Michigan Administrator Certificate or ability of obtaining State Approval within 2 years
- Experience and demonstrated leadership in curriculum and school improvement preferred.
- Strong leadership, organizational, and effective communication skills are required.

**COMPENSATION:**

- Salary range commensurate with experience
- Full benefit package

**APPLICATION DEADLINE:** April 14, 2025

**STARTING DATE:** July 1, 2025

**APPLICATION PROCESS:**

**INTERNAL APPLICATIONS-**Internal applicants can send a letter of interest and resume electronically to Dustin Cichocki.

**EXTERNAL APPLICATIONS-**Apply online with resume, credentials, and letters of recommendation on the Lowell Area Schools website under our Business Office page (Open Positions), or at:  
<http://www.applitrack.com/kent/onlineapp/jobpostings/view.asp?district=37303>

Please contact Dustin Cichocki, Director of HR, at [dcichocki@lowellschools.com](mailto:dcichocki@lowellschools.com) with questions regarding this position.

**EQUAL OPPORTUNITY EMPLOYER**

(It is the policy of Lowell Area Schools that no person shall on the basis of sex, race, color, national origin, age, creed, veteran status, or disability be excluded from participation in, be denied the benefits of, or be subjected to, discrimination in its educational programming, enrollment, employment or contracting.)

LOWELL AREA SCHOOLS  
School District Position Description

Position Title: **Director of Teaching and Learning - Curriculum**  
Department: Curriculum and Instruction  
Reports to: Superintendent  
Prepared by: Director of Human Resources  
Adopted: January, 2011  
Revised: March, 2025

**POSITION SUMMARY**

Develop, oversee and manage day-to-day operations of educational programs and services for the district. Plan, develop and implement functions related to curriculum, instruction and staff development. Use leadership, supervisory and administrative skills to provide sound educational programs for students. Responsible for implementing best practices in order to increase student achievement and achieve the goals set out in the district's strategic plan. Oversee strategic planning for the district's technology department.

**ESSENTIAL DUTIES and RESPONSIBILITIES**

The following statement of duties and responsibilities is intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties, responsibilities, and frequency may vary.

- Work with Building Principals to manage "Title I" and "At Risk" programs.
- Gathers and compiles data needed for preparing internal/external reports; prepares such local, state, and federal reports, and grants; maintains statistical records as directed.
- Provide leadership in planning and conducting curriculum studies including special programs for new courses, funding, staffing requirements, and curriculum impact.
- Oversee the selection of textbooks and provide guidance concerning textbook and other instructional material purchases.
- Oversee the development and implementation of instructional programs.
- Oversee professional development activities for the district, may include P.D. for new staff.
- Oversee district technology department for best practice, instruction, instructional needs, communication and strategic planning.
- Ensure a staff development program, which addresses curriculum needs.
- Monitor Accreditation processes.
- Coordinate and monitor the district school improvement process.
- Assist the Business Office in formulating and administering the budget in the areas of curriculum and instruction, Title and At-Risk.
- Provide leadership for the District Reproductive Health Committee.
- Provide leadership for the District Curriculum Council.
- Work through building level administrators in maintaining a district-wide K-12 testing and evaluation program with student outcomes being an integral measurement.
- Attend appropriate conferences, workshops and seminars and represent the school district on local, regional and state curriculum committees.
- Prepare reports and materials to provide administrative staff and the Board of Education with information relative to the instructional program.
- Implement/enhance communication networks to enhance delivery, implementation, operation and evaluation of the instructional program.
- Implement and monitor MTSS systems for tiered instruction.
- Implement and monitor improvement of Professional Learning Communities (PLC).
- Assist in developing and maintaining a consistent philosophy of elementary and secondary education.
- Work with staff in the implementation of the curriculum to obtain the developmental goals and student outcomes in the various K-12 curriculum areas.
- Work with Business Office to complete and file all processes for Federal and State education programs.
- Attend special events held to recognize student achievement, and school sponsored activities.
- Draft/Implement policy as needed.
- Serve as a district McKinney Vento liaison.

- Oversee district EL programming.
- Assist in district mentoring program.
- Coordinate State testing programs for district.
- Oversee instructional initiatives so that they are sustained.
- Coordinate teaching and learning coaches. Coach teachers when appropriate.
- Perform other duties and tasks as assigned by the Superintendent.

#### SUPERVISORY RESPONSIBILITIES

- Directly supervises principals, assistant principals and directors in all areas of the district curriculum. Directly supervises administrative assistant and/or teachers on special assignment (Title and At-Risk funded programs for example). Indirectly supervises all teachers in all areas of the district curriculum. Responsibilities include assigning and directing work, training employees, and addressing complaints and resolving problems.

#### EDUCATION and/or EXPERIENCE

- Master's Degree in Curriculum or Educational Administration.
- Valid teaching certificate with at least five (5) years of classroom experience preferred.
- Previous administrative experience preferred.
- Experience with Federal programs preferred.
- Experience with data and assessment preferred.

#### LICENSES, CERTIFICATES, REGISTRATIONS

- Valid Driver's license at all times.

#### KNOWLEDGE, SKILLS, and ABILITIES

- In-depth knowledge of content and pedagogy in instruction.
- Strong skills in the areas of public relations, curriculum, facilitation, management, decision making, collaboration, and organization.
- Possess a high level of interpersonal skills such as discretion, courtesy, integrity and flexibility to interact effectively and positively with administrators, peers, students, constituent districts, and the general public.
- Ability to be sensitive to and demonstrate respect for a diverse population.
- Ability to handle and maintain sensitive and confidential information in appropriate manner in all aspects of the position.
- Ability to organize, prioritize and work independently and cooperatively producing quality work in a timely manner.
- Ability to maintain a clean, neat, and orderly self-appearance at all times.
- Ability to maintain a reliable attendance record.
- Ability to read, analyze, interpret, and comprehend general business periodicals, professional journals, technical procedures, governmental regulations, and policy in order to plan and perform job duties.
- Ability to write reports, business correspondence, and procedural manuals.
- Ability to calculate figures and amounts and apply concepts of basic algebra and geometry.
- Ability to effectively present information and respond to inquiries or complaints from students, parents, staff, regulatory agencies and/or community members.
- Possess excellent English written and oral communication skills, especially in regards to vocabulary and grammar.
- Ability to utilize technology as a tool and resource.
- Oral and written fluency in second language may be preferred.
- Ability, and self-motivated, to learn, understand, and maintain a general knowledge of district policies and procedures
- Ability to explain department and district procedures and processes to parents and staff when necessary, including evaluation models, testing results, State Schools Report Card, and other district related processes.
- Must be able to transport between school buildings, districts and cities.
- Ability to establish and maintain effective working relationships with students, parents, staff and/or community members.
- Ability to perform duties with awareness of all district requirements and Board of Education policies.
- Must be familiar with school law and able to work with law enforcement personnel.

#### PHYSICAL DEMANDS

- *Ability to talk or hear, stand, walk, or sit for extended periods with ability to occasionally reach with hands and arms, climb, balance, stoop, kneel, crouch or crawl.*
- *Ability to use hands, fingers with high level of dexterity.*
- *Ability to frequently lift and/or move up to 15 pounds with ability to occasionally lift and/or move up to 50 pounds.*
- *Must be able to drive and enter/exit personal vehicle frequently.*
- Overall good vision, with or without corrective lenses.
- Overall good health.

#### WORK ENVIRONMENT

- *Frequent interaction with staff, children, parents, vendors, and other community members and/or organizations.*

- *Occasional duties to be performed outside in a variety of Michigan weather conditions.*
- *Occasional exposure to dust, cleaning chemicals, pollens, and other common airborne irritants.*
- *Noise level is usually low to moderate and normal for an executive office environment, may be loud.*

*The information described above is representative of that which must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.*