

# Riverside Local School District

## Job Posting/Vacancies

### 2025-2026 School Year New Position

Date: April 28, 2025

Title: **Curriculum Supervisor**  
Central Administration Office

Qualifications: Refer to the attached job description for full qualification details; some include:

- Valid Ohio Teaching License
- Master's degree in Educational Technology, Curriculum & Instruction, Educational Leadership, or a related field.
- Teacher Leader Endorsement or Administrative certification is preferred

Reports to: Executive Director of Curriculum and Instruction

Primary Function: The administrator is responsible for leading the district's efforts to integrate technology into instruction, enhance staff effectiveness, and improve student learning experiences. This role will assist in the oversight of instructional technology initiatives, supporting district instructional coaches, coordinating personalized learning implementation and development, periodic reviews of curriculum and courses of study, and managing college and career pathways programming.

Terms of Employment: Administrative, 203-day contract. Initial contract, two year; additional employment in compliance with O.R.C. Section 3319.02 and District Policy Section 1520.

Funding: General Fund

Limitations: As outlined in District Policy, including but not limited to, Section 1520 and the Riverside Local School District Handbook for Administrators and Directors.

Internal requests for consideration should be sent to Dr. Melissa Mlakar ([Melissa.Mlakar@riversideschools.net](mailto:Melissa.Mlakar@riversideschools.net)) and Mrs. Mallory Aliff ([Mallory.Aliff@riversideschools.net](mailto:Mallory.Aliff@riversideschools.net)) by 4:00 p.m. on May 2, 2025.

**\*External candidates must apply through Frontline, [Job ID: 7857](#) by 4:00 p.m. on May 2, 2025.**

*M. Aliff*  
4/28/2025  
11:00 AM

**This posting is in compliance with Articles X and XIX of the district's negotiated agreements and O.R.C. Section 4117.08(C).**

## **JOB DESCRIPTION**

### **DUTIES AND RESPONSIBILITIES**

<b>Position:</b>	Curriculum Supervisor
<b>Responsible to:</b>	Executive Director of Curriculum and Instruction
<b>Evaluated by:</b>	Executive Director of Curriculum and Instruction
<b>Contracted Days:</b>	203 work days per contracted school year
<b>Extended Days:</b>	3 extended days

#### **Primary Function:**

The administrator is responsible for leading the district's efforts to integrate technology into instruction, enhance staff effectiveness, and improve student learning experiences. This role will assist in the oversight of instructional technology initiatives, supporting district instructional coaches, coordinating personalized learning implementation and development, periodic reviews of curriculum and courses of study, and managing college and career pathways programming.

#### **Minimum Qualifications:**

1. Master's degree in Educational Technology, Curriculum & Instruction, Educational Leadership, or a related field.
2. Experience in instructional technology, curriculum development, and/or school leadership.
3. Strong knowledge of personalized learning models, technology integration, and career pathways programming.
4. Demonstrated ability to collaborate with educators, administrators, and community stakeholders.
5. Strong knowledge of adult learning pedagogy.
6. Strong communication skills; communicates accurately and effectively, both written and orally.
7. Ability to travel to and from local job sites in personal vehicles.
8. BCI/FBI fingerprint background check and proof of eligibility to work in the U.S.

#### **Desired Qualifications:**

1. Ability to assess and implement emerging technologies in K-12 education.
2. Experience leading professional development for teachers and administrators.
3. Teacher Leader Endorsement or Administrative certification preferred.
4. Knowledge of workforce development and career technical education pathways.

#### **Performance Responsibilities:**

##### **Instructional Technology Integration & Support**

1. Oversees the district's efforts to provide useful and innovative technology to enhance staff effectiveness and student learning experiences.
2. Works with elementary, middle, and secondary technology leaders to improve technology opportunities and services at all levels.
3. Collaborates with district and building administrators to ensure instructional technology aligns with curriculum goals.
4. Evaluates emerging technologies and their potential impact on teaching and learning.
5. Guides the ethical and responsible use of Artificial Intelligence (AI) in classrooms, ensuring alignment with data privacy protections, digital citizenship, and academic integrity.
6. Evaluates and implements AI tools that support personalized learning, differentiated instruction, and student engagement.
7. Leads professional development for staff on AI literacy, instructional technology, and best practices for integration.

##### **Personalized Learning & Instructional Support**

1. Leads and coordinates the implementation and development of personalized learning across the district.
2. Oversees and evaluates district instructional coaches to ensure alignment with instructional priorities and professional development goals.
3. Develops strategies and resources to support differentiated instruction, blended learning, and student-centered learning models.
4. Facilitates the sharing of best practices in personalized learning and instructional strategies across the district and with other districts to enhance collaboration and continuous improvement.

## **Instructional Rounds & Data-Driven Improvement**

1. Leads instructional rounds to observe and assess classroom instruction, technology integration, and personalized learning practices.
2. Collects, analyzes, and interprets qualitative and quantitative data from instructional rounds to identify trends, strengths, and areas for growth.
3. Works with administrators, instructional coaches, and teachers to use data insights for continuous instructional improvement.
4. Develops and implements action plans based on instructional round findings to support high-impact teaching and learning strategies.
5. Ensures instructional rounds align with district-wide goals for instructional excellence, technology integration, and personalized learning.

## **College & Career Pathways Coordination**

1. Coordinates district-wide college and career pathways, ensuring alignment with the Portrait of a Riverside Beaver initiative.
2. Works with school counselors, administrators, and business partners to develop programming that connects students to real-world learning experiences.
3. Establishes structured protocols for school counselors, teachers, and administrators to track student progress toward graduation, including credit checks, competency requirements, and career-readiness seals ensuring alignment with state requirements and postsecondary readiness goals.
4. Possesses a strong understanding of postsecondary pathways, including four-year universities, community colleges, trade schools, military enlistment, and workforce entry.
5. Supports the implementation of career exploration initiatives, including the 5th Grade Occupation Investigation, 9th Grade Future Forward Fair, and Senior Capstone Project.

## **Leadership & Collaboration**

1. Serves as a liaison between instructional staff, technology teams, and district leadership.
2. Collaborates with business advisory committees, higher education institutions, and workforce partners to enhance career readiness programs.
3. Ensures alignment between instructional technology, college and career programming, and district strategic initiatives.

## **OTHER**

1. Continues personal professional development through attendance at workshops, conventions, and other professional in-service training.
2. Provides critical analysis as needed.
3. Generates written work-product as needed.
4. Reports misconduct or violations of policy or procedure.
5. Must not disrupt the proper functioning of your position or department.
6. Must not undermine the authority of coworkers, supervisors, or superiors.
7. Must maintain close working relationships with coworkers, supervisors, and superiors.
8. Must ensure that official communications are accurate, demonstrate sound judgment, and promote the employer's mission.
9. Must ensure that all applicable laws and regulations are followed. In the event the employee becomes aware of any non-compliance by the District or other staff, the employee is to report such to his/her immediate supervisor (or the next higher level, if the supervisor is responsible for the problem) and maintain the confidentiality of the report so that the problem can be appropriately corrected in the best interests of the District.
10. The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the Riverside Local School District.
11. Must serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
12. Must instill in students the belief in and practice of ethical principles and democratic values.
13. Perform such other duties as may be assigned by the Executive Director of Curriculum and Instruction, and/or Superintendent.