

DIRECTOR OF CURRICULUM, INSTRUCTION, AND ASSESSMENT

Reports to: SUPERINTENDENT

FLSA Status: Exempt

Terms of Employment: 220 day contract

Evaluation: Performance in this position will be evaluated regularly by the superintendent in accordance with policy

Compensation: As approved by the Board annually.

SUMMARY:

The Director of Curriculum, Instruction, and Assessment will provide leadership and vision in the ongoing planning, implementation, development, direction, review and evaluation of the district's curriculum and instructional services, federal programs, career and technical education services, assessment, research and evaluation services.

The Director ensures that the district/school education objectives are aligned to state frameworks and to instructional practices that yield the highest standards of student achievement and instructional excellence.

The Director of Curriculum, Instruction, and Assessment reports to the Superintendent, is an essential member of the administrative team and serves as superintendent in their absence.

ESSENTIAL FUNCTIONS:

Curriculum and Instruction (K-12)

- Responsible for the development and implementation of federal or state aid programs including but not limited to Title I, Title IIA and Title IID.
- Support all aspects of district instructional and curriculum integration of technology.
- Coordinate the development, implementation, and evaluation of the Comprehensive Improvement Plan (both District and building plans).
- Works collaboratively with colleagues, administrators, parents, community and others to meet local, state and national standards.
- Provides training and support in ongoing assessment strategies.
- Communicates in a manner that is effective and appropriate.
- Guides colleagues in pacing instruction in utilizing class time wisely.
- Models instruction within the classroom setting to maximize student attention and engagement.
- Guides colleagues in identifying and sequencing learning tasks to maximize student outcomes and achieve learning objectives.
- Plans and organizes high quality professional development and teacher collaboration.
- Regularly conducts action research and uses data to guide school improvement initiatives.
- Supervise the administration and analysis of all state and local testing programs within the district, including the creation of an annual district-wide assessment calendar.
- Represent the school district in meetings and conferences related to curriculum and instruction, assessment, and technology.
- Report periodically to the board on all curriculum, instruction, and assessment matters and all technology issues as directed by the Superintendent.
- Make recommendations pertaining to policy and procedure to the Superintendent.

- Supervises and works with the districts professional development committee.
- Oversees the teacher evaluation plan and recommends changes as needed.
- Supervise and Chair Technology Committee meetings and coordinate the development and implementation of the district's technology plan.
- Assists the technology director in maintaining an inventory of all district technology hardware and software and a long- range technology replacement plan.
- Provide leadership and direction for the development, revision and continuous improvement of district technology systems.
- Works with the technology director to recommend a budget that is used for acquisition of district hardware, software and other technology-related expenditures.
- Plan, coordinate and communicate technology-related management systems and policies.
- Support all aspects of district instructional and curricular integration of technology.
- Assist professional staff with the software evaluation process.
- Plan, coordinate, and communicate technology-related management systems and policies.
- Represent district at RCET related conferences and meetings.

Personnel (K-12)

- Participate in the interview and selection process of the instructional staff as appropriate.
- Coordinate the Teacher Induction Program and district orientation programs and activities of new teachers and administrators.
- Participate in the supervision process of beginning teachers through classroom observations and conferences.
- Supervise and evaluate district staff as directed
- Conduct formal and informal observations and supervision of staff.
- Conduct observations of any teachers placed on an improvement plan.
- Counsel with principals and teachers on matters of district-wide concerns in order to help them improve their effectiveness.
- Encourage ethical practices of teachers.
- Cooperate with administrative and supervisory personnel on the overall education program.
- Assist the Superintendent in the supervision and evaluation of district technology staff.
- Assist the Special Service director in the Supervision and evaluation Instructional Support teachers.

General (K-12)

- Work with superintendent to establish a budget to meet the objectives
- Attend and actively participate in professional association meetings and conferences at the local, county, state, and national levels.
- Promote and participate in the public relations program, including the District website and web pages.
- Serve on district-wide committees as needed.
- Keep the Superintendent fully informed of significant matters pertaining to the administration of the schools and consult freely with him/her concerning such matters.
- Establish an open line of communication with the community.
- Perform any other duties assigned by the Superintendent.

QUALIFICATIONS

- Masters Degree or above with successful administrative experience.
- Those qualifications shall be considered minimum requirements.
- The board reserves the right to request that additional requirements be met.
- Any exceptions to these requirements as determined by the Superintendent.

PHYSICAL REQUIREMENTS:

Constant bending, twisting, lifting, pushing, and pulling. Constantly alternating between sitting and standing. Normally does not work at heights above ten feet. Normally does not lift any object weighing more than fifty pounds.

The undersigned applicant verifies his/her ability to perform the aforementioned necessary physical and sensory requirements.

Signature

Date

