

## **Qualifications & Duties**

Title: Director of Instruction

### Qualifications:

1. Holds a Master's Degree from an accredited college or university.
2. Valid certification for elementary or secondary teaching.
3. Minimum of three (3) years successful classroom experience.
4. Holds an Administrator's or Supervisor's Certificate.
5. Advanced graduate work in educational areas of curriculum, supervision, instructional practices and administration.
6. Experience in curriculum planning, implementation and evaluation and successful supervisory experience desirable.
7. Such alternatives in qualifications as the Board may find appropriate.

Job Goal: To provide leadership in ongoing development and improvement of the entire instructional program of the district to include the areas of curriculum and staff development.

Reports to: The Superintendent

Terms of Employment: A twelve month contract with the salary and work year to be established by the Board.

### Performance Responsibilities:

1. Guides development, implementation and evaluation of curriculum and instructional services, disseminating this information to the staff and the public.
2. Keeps abreast of developments in curriculum and instruction and furnishes leadership in determining their appropriateness for inclusion in the district's educational program.
3. Works with principals and teacher committees in organizing and coordinating grade level and departmental meetings in order to affect horizontal and vertical continuity and articulation of the instructional program throughout the district.
4. Communicates the approved curriculum to the professional staff and maintains a list of approved instructional materials.
5. Secures and distributes instructional resources such as DVDs, CDs, sample textbooks, computer programs and curriculum guides from other sources than the local district.
6. Directs creation of and edits for publication all curriculum guides and materials prepared by and to be distributed among the instructional staff.
7. Establishes a program for ongoing evaluation of curriculum and instruction.

8. Coordinates the selection of textbooks for the district through use of faculty committees.
9. Provides leadership in an ongoing program of improving, developing and evaluating the district testing instruments and measures.
10. Recommends the addition of new courses, grade placement of courses, credit allowance for courses and graduation requirements.
11. Assists in the recruitment, screening, hiring, training and assignments of instructional personnel.
12. Guides development, implementation and evaluation of preservice and inservice training programs for professional personnel.
13. Works with building principals in the improvement of individual staff competencies by means of inservice and observation modeling.
14. Plans and organizes meetings with the high school counselors as related to the curriculum and guidance program.
15. Provides the superintendent with formative information for the development of the administrative staff in relation to the areas of curriculum and monitoring of staff and shall team with the superintendent for the principals' summative meetings.
16. Perform such other tasks and assumes such other responsibilities as may be assigned by the superintendent.

Evaluation: Performance of this position will be evaluated as outlined in the provisions of Board policy for administrators.

Adopted: July 18, 1990