
DIRECTOR OF INSTRUCTION

Director of Instruction

Qualifications:

1. Masters degree
2. Eligibility for administrator and/or supervisor certification.
3. A minimum of three years successful experience as a classroom teacher.
4. Experience in coordination of student services, personnel management, preparation of state/federal reports, and implementation of state/federal laws related to special education preferred.

Reports to: Superintendent of Schools

Job Goal: Assist the Superintendent in providing leadership in the district's K-12 instructional program, including K-12 curriculum, instruction, assessment and staff development.

Key Responsibilities:

1. The development of an integrated and articulated program of instruction for K-12 to include: encouraging interdisciplinary teaching; providing training in effective teaching methods; coordinating the efforts of district curriculum committees to integrate the various curriculum elements into a comprehensive whole; and coordinating the efforts of teachers on district curriculum committees in improving and updating the curriculum for K-12.
2. The supervision and evaluation of the professional staff, in cooperation with the building administrators, including observing teachers in their classrooms upon request of the principals or superintendent and offering insights for the enhancement of the teaching-learning process.
3. The implementation and monitoring of certification requirements for all certified staff.
4. The implementation of the district's staff development program.
5. The adoption, evaluation and implementation of all instructional materials, methods and programs according to the policies of the Board.
6. The development and implementation of grants available to the district and the report of the implementation and effectiveness of the grants, including all federal title grants and Migrant Education.
7. The recruitment, screening, and training of instructional personnel.
8. The implementation of district-wide assessment of student skills and proficiencies and evaluation of results of district-wide testing programs to ensure that the district operates research-based, data-driven programs.
9. The coordination of the instructional program areas of the district budget.
10. **Oversee District Guidance personnel**
11. Such other tasks and responsibilities as may be assigned by the Superintendent.

Evaluation:

Performed as required, but at least annually prior to March 31, by the Superintendent of Schools based upon the duties and responsibilities set forth in this job description. The Superintendent of Schools will provide the School Board with a summary