

SCHOOL DISTRICT OF ALTOONA

TITLE: Director of Instruction for Curriculum, Instruction and Assessment

JOB ANALYSIS: Under the direction of the District Administrator, the Director of Instruction shall provide leadership in the development, organization, administration, supervision and evaluation of district-wide, PK-12, curriculum, instruction and assessments. The Director of Instruction will work collaboratively with the administrative team and district staff to ensure our curriculum, instruction and assessments provide students with every opportunity to become college and career ready and become positive contributors in society.

REPORTS TO: District Administrator

COORDINATES WITH: Board of Education, Committees, Staff and the Community

SUPERVISES: Staff to ensure that the curriculum, instruction and assessments are delivered with fidelity.

QUALIFICATIONS:

- Master's Degree in education.
- Valid teaching license and Wisconsin DPI Director of Instruction (10) and/or Principal (51), or Superintendent/District Administrator (03) licenses.
- Three (3) or more years as a successful classroom teacher.
- Experience in curriculum planning, implementation and evaluation.
- Demonstrated leadership and organizational ability in working with administrators, staff, parents and the community.
- Excellent communication and public speaking skills.

PERFORMANCE RESPONSIBILITIES:

As assessed by the District Administrator, the Director of Instruction's roles and responsibilities will be as follows:

- As a member of the district's Administrative Council, work collaboratively with the other administrators, coordinators and directors to support and promote the district's vision, mission and strategic plan.
- Work collaboratively with the special education director, reading specialist, RtI coordinator and principals to ensure the curriculum, instruction and assessment articulation is seamless across grade levels, subjects, and systems, district-wide.

- Carry out all the duties and responsibilities of the as the district assessment coordinator.
- Provide leadership in the development of an integrated program of instruction for grades PK-12
- Supervise, evaluate and support the professional development of the staff.
- Promote, support, and actively participate in the PLC process.
- Interpret and present the present curriculum along with future changes to the staff, Board, students, parents and community.
- Work collaboratively with administrators, coordinators, directors, and teachers in developing a curriculum, instruction, and assessment philosophy to guide us as we move forward.
- Monitor, implement and train staff on modifications and changes to the system.
- Oversee and establish a systematic review of the system.
- Ensure that curriculum, instruction and assessment systems meet with and follow the state standards as outlined by the Department of Public Instruction.
- Analyze and appropriately report data, as it relates to local and state standardized testing, including district report cards, to students, parents, staff, board and community members.
- Coordinate training and use of databases, such as the Wisconsin Information System for Education, Curriculum Companion, etc. with students, staff, parents, board and community members.
- Work collaboratively with administrators, coordinators, directors, and staff to develop an annual data analysis system with appropriately designed collection and reporting features.
- Other duties and responsibilities as assigned by the district administrator.

PERFORMANCE EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the board's policy on evaluation of administrative personnel.

TERMS OF EMPLOYMENT:

Twelve-month year, salary to be established by the board.

Adopted: 04/07/2014