

DIRECTOR OF INSTRUCTION

Qualifications: Possess and maintain certification as established by NYSED (SDA or SDL) At least 5 years of teaching experience, administrative experience is preferred.

Reports To: Superintendent of Schools

Essential Job Function: To plan, implement, and manage the curriculum, instruction, assessment, and programs for the District to improve student achievement

Performance Responsibilities:

1. Prepare, submit, and oversee all Consolidated and Federal Grants.
2. Plan, supervise and coordinate an organized, continuous program of instruction and curriculum in accordance with District goals, policies, and philosophy.
3. Advise the Superintendent on matters pertaining to maintaining and upgrading the curricular and instructional programs in all grades.
4. Ensure articulation of the educational program within and among grade levels.
5. Assume a leadership role or serve as consultant to principals and other staff matters pertaining to curriculum development and instructional and staff improvement in the district.
6. Supervise teachers on special assignment (TSA's) and/or Curriculum Specialist.
7. Serve as the director of all curriculum projects funded through federal or state agencies.
8. Make the final decision on all recommendations to the Superintendent regarding curriculum and instruction matters.
9. Supervise professional development plans and programs.
10. Supervise staff responsible for a record keeping related to Professional Development including but not limited to coaching, blood borne pathogens, fire extinguisher training, Right To Know, CPI, etc.
11. Oversee development of the district plan for professional development. Supervise staff responsible to coordinate and carry out all district run professional development events.
12. Complete and submit required reports to the Superintendent including but not limited to APPR, Mentoring, Professional Development and AIS Plans.
13. Approve MLP(My Learning Plan) requests for workshops, etc.
14. Budget for Professional Development.
15. Oversight for AESOP(Sub calling); MLP, OASYS (APPR).
16. Responsible for updating and properly executing the Federal Title Plans, professional development plan, and family involvement plan.
17. Provide leadership in evaluating school performance.
18. Be responsible for the design and evaluation of the district testing program.
19. Order District purchased standardized tests, screening tools, etc. and oversee budget.

20. Support Director of Special Education and Principals to assure that all district students receive necessary assessments, materials, and that test security is appropriate prior to and after the testing.
21. Support Director of Special Education to assure appropriate conduct of NYS Alternative Testing, NYSESLAT Testing.
22. Provide (directly or via BOCES or other sources) support and information/ training as needed to Building Principals and other staff as requested in the interpretation and use of assessment data.
23. Prepare required assessment reports in collaboration with data management staff.
24. Provide support to Building Principals to assure effective Assessment scoring, and to assure the most up-to-date information on NYS Assessment administration standards.
25. Coordinate Out of District testing, regional scoring.
26. Assist the Superintendent and Business Official in the preparation of the budget, in particular the portion dealing with system wide instructional services, materials and equipment.
27. Recommend staffing patterns, develop plans for instructional staffing and participate in the decision making process concerning standards for the selection of new professional staff members.
28. Coordinate the district mentor and teacher orientation programs.
29. Oversee the comprehensive planning team, the Inquiry team, and serve on other planning committees as appropriate.
30. Participate with and provide direct leadership to the District Comprehensive Planning Team including supervision of staff responsible to coordinate, prepare data, plan meeting, communications, etc.
31. Direct the production of district curriculum maps and associated materials, leading teacher curriculum maps.
32. Prepare federal, state, and/or local reports as directed by the Superintendent.
33. Attend professional meetings, conferences, and workshops to keep current with trends and practices in curriculum, instruction, assessment, teacher and leader effectiveness, and professional development.
34. Represent the District at BOCES Professional Development/Curriculum Coordinator forums, bring information back to the team in a timely matter, and articulate the needs of the district as identified by the team in influencing services provided through BOCES Instructional Support.
35. Coordinate research carried on in schools by the district's employees or individuals or groups from outside the district.
36. Incorporate required instructional programs in to the district's curriculum.
37. Provide administrative coverage as needed.
38. Perform other related duties as directed by the Superintendent.

Terms of Employment: 12 month position

Evaluation: Performance is evaluated by the Superintendent of Schools

This description is intended to identify minimum qualifications to perform the responsibilities required by the position and to provide illustrative duties. It is not necessarily an all-inclusive list of specific duties.