

**SERIES 200
ADMINISTRATION**

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DIRECTOR OF INSTRUCTION (Job Description)

The goal of the Director of Instruction is to administer (plan, organize, coordinate and evaluate) the district's curriculum and instruction program and the district's staff development program so as to achieve the highest quality and efficiency consistent with the district's resources and goals.

Qualifications:

1. Proper certification as a director of instruction as required by state law.
2. A minimum of three years of successful classroom teaching experience.
3. Knowledge and experience in the development and evaluation of curriculum.
4. Knowledge of school improvement strategies.
5. Knowledge of and experience with the teaching and learning process.
6. Knowledge of and experience in the development and maintenance of a positive school climate.
7. Knowledge and experience in the supervision and evaluation of professional and non-certified staff.
8. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Responsibilities:

A. *General Administration* - The Director of Instruction shall:

1. Direct and coordinate assigned district programs.
2. Develop and manage the budget related to the areas of responsibility.
3. Recommend Board policies related to the areas of responsibility and cooperatively develop guidelines as needed.
4. Attend Board meetings and other special meetings upon request of the Superintendent and serve as a resource person and assist with presentations of information and/or recommendations.
5. Serve as a contributing member of the administrative team and serve on assigned committees.
6. Maintain liaison and active involvement with professionals at the state, local, national and regional levels.
7. Maintain professional growth through graduate work, membership in professional organizations and attendance at seminars and/or by reading related professional literature.
8. Facilitate the use of consultative services from Cooperative Educational Service Agency (CESA) #2, the Department of Public Instruction (DPI) and other agencies.

9. Provide leadership in learning about and applying for funded programs and supervise and evaluate implementation of grant programs within the district.
10. Provide input in the development of an administrative long-range plan which takes into account the educational, financial, and staffing needs of the school district.
11. Communicate with the public through use of news releases, bulletins, letters and related media.

B. *Instructional Program* - The Director of Instruction shall:

1. Coordinate curriculum and instructional programs between schools and within courses of study.
2. Provide leadership to professional staff for the development, implementation and evaluation of curriculum content, delivery and planning.
3. Promote effective use of staff capabilities, resources and services.
4. Encourage innovative programs that may improve instruction.
5. Interpret district programs, philosophies and policies related to curriculum and instruction to staff members, students and the community.
6. Communicate to the Superintendent the requirements and needs of the district related to curriculum, instruction and assessment.
7. Coordinate, supervise and evaluate the selection and use of textbooks and other instructional materials.
8. Coordinate district assessment of the effectiveness of the educational programs.
9. Collaborate with building principals to provide instructional leadership within each of the buildings.
10. Coordinate service delivery models serving the gifted and talented and bilingual students in the district.

C. *Assessment* - The Director of Instruction shall:

1. Serve as the district assessment coordinator.
2. Coordinate district assessment and effectiveness of the educational programs.
3. Facilitate administrative and staff data analysis using assessment data.

D. *Staff Development* - The Director of Instruction shall:

1. Direct and coordinate a continuing program of staff development to strengthen personnel performance in the district.
2. Provide opportunities for the professional growth and development of certified and support staff.
3. Monitor certification requirements and license renewal processes.
4. Develop, for Board approval, an annual plan for staff development.
5. Consult and plan with appropriate individuals to assure that staff development activities are coordinated throughout the district.
6. Provide leadership and serve as a resource person for district-wide and building-level staff development activities.

E. Fiscal - The Director of Instruction shall:

1. Develop and supervise the district level curriculum, gifted and talented and title budgets with district administration and teacher input.
2. Monitor the budgets during the school year.
3. Assist the Superintendent in the development of the overall district budget.

F. Other - The Director of Instruction shall:

1. Perform all other duties or special projects as assigned by the Superintendent.

Legal References: Sections 118.24 Wisconsin Statutes
121.02(1)(a)
PI 3, Wisconsin Administrative Code
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