

Director of Instruction P-5

Certified Position - 0280

<u>Salary</u> Per Salary Schedule	<u>Days</u> Per contract	<u>Reports to:</u> Assistant Superintendent of Instruction
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SCOPE OF RESPONSIBILITIES

Provides leadership for the implementation of a system wide instructional program that promotes high expectations for all students and is based on providing time and assistance for each student to reach maximum potential

PERFORMANCE RESPONSIBILITIES / ESSENTIAL FUNCTIONS

1. Assists administrators and teachers in demonstrating proficiency in with the implementation of KERA
2. Provides leadership and assists school personnel to include comprehensive and appropriate resources for instruction
3. Assumes responsibility to provide for understanding of the educational objectives of the district and helps plan and implement programs of staff development activities for instructional personnel
4. Serves as liaison between Superintendent and central office with principals, teachers, and community
5. Maintains open communication and active participation with educational leaders in curriculum and instruction at state, regional and national levels
6. Coordinates and directs all formal efforts of the professional staff in the curriculum of junior high/middle school and the secondary programs and facilitates plans for continuity and articulation from one level to another
7. Keeps abreast of new developments in curriculum and instruction; studies and evaluates and, as appropriate, recommends adoption of new instructional materials, methods and programs in primary through fifth grades
8. Provides leadership and assists school personnel in evaluating, purchasing and distributing instructional materials for primary through fifth grades
9. Helps to create a learning climate that promotes teacher interest, professional attitudes and performance by visitation, conferences, consultation and observation
10. District Coordinator for Title II, Part A, Teacher Quality (Federal Program)
11. Promotes outcome based education through the implementation of research-based instructional strategies
12. District Coordinator for Child Care Centers located at school sites
13. District Coordinator for Rural & Low Income Federal Grant
14. Facilitates the preparation and implementation of the elementary curriculum
15. Extends leadership in the cooperative development of the Comprehensive District Improvement Plan
16. District Coordinator for writing all elementary 504 plans
17. District Coordinator for SOS (Successful Opportunities for Students) for elementary schools
18. Interview Substitute Teachers and coordinate training
19. Student Teacher Placement for Elementary schools
20. Coordinate/plan/attend required training for Class Size Reduction Teachers (8 sites)
21. Meet with elementary principals individually and as a group to discuss/plan curricula & instructional issues relevant to elementary schools
22. Maintains regular and predictable attendance
23. Adheres to the professional code of ethics
24. Successfully utilizes technology as appropriate in job function
25. Performs any other such duties as designated by Superintendent

MINIMUM QUALIFICATIONS

1. Kentucky certificate, license, or other legal credential required (Certification: Supervisor of Instruction)
2. Experience and such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable