

Director of Secondary Instruction

Certified Position - 0280

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

- Provide 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
- Provide leadership and coordination to provide an aligned and articulated instructional program for the district and coordination of all state-required standards

PERFORMANCE RESPONSIBILITIES/ESSENTIAL FUNCTIONS

1. Provides leadership and assists school personnel to include comprehensive and appropriate resources for instruction
2. 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
3. Serves as liaison between Superintendent and central office with principals, teachers, and community
4. Maintains open communication and active participation with educational leaders in curriculum and instruction at state, regional and national levels
5. Coordinates and directs all formal efforts of the professional staff in the curriculum of middle school and the secondary programs and facilitates plans for continuity and articulation from one level to another
6. 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 middle school and the secondary programs
7. Provides leadership and assists school personnel in evaluating, purchasing and distributing instructional materials for middle school and the secondary programs
8. Helps to create a learning climate that promotes teacher interest, professional attitudes and performance by visitation, conferences, consultation and observation
9. Promotes outcome-based education through the implementation of research-based instructional strategies
10. Facilitates the preparation and implementation of the middle school and secondary curriculum
11. Extends leadership in the cooperative development of the Comprehensive District Improvement Plan
12. Interview Substitute Teachers and coordinate training
13. Screens all academic area applicants for grades 6 – 12
14. Student Teacher Placement for middle and secondary schools
15. Meet with middle and secondary principals individually and as a group to discuss/plan curricula & instructional issues relevant to middle and high schools
16. District Extended School Services (ESS) Coordinator
17. District Gifted & Talented (GT) Liaison
18. Provide evaluative findings (including student achievement data) for the review of curriculum and instruction program effectiveness
19. Use effective communication skills to present information accurately and clearly
20. Keep informed of and comply with state, district, and school regulations and policies
21. Compile, maintain, and file all physical and computerized reports, records, and other documents required
22. Maintains regular and predictable attendance
23. Adheres to the professional code of ethics

24. Successfully utilizes technology as appropriate in job function
25. Other duties as assigned

MINIMUM QUALIFICATIONS

1. Kentucky certificate, license, or other legal credential required
2. Experience and such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable