

School District of Lodi
Job Description

(A) 6-4-90
(R) 6-10-96
(R) 2-9-98
(R) 11-14-05
(R) 3-10-08
(R) 3-9-20

Title: Director of Instruction

- Qualifications:
1. A Master's Degree or higher
 2. Valid Wisconsin certification as Director of Instruction.
 3. Three years' experience in school administration and supervision preferred.
 4. At least three years' successful experience as an educator.
 5. Such alternatives or additions to the above qualifications as the Board may find appropriate and acceptable.

Reports to: Superintendent/Board of Education

Job Goal: Do what is best for the students of the School District of Lodi by providing district leadership in the development, implementation and evaluation of district-wide curriculum and staff development.

PERFORMANCE RESPONSIBILITIES:

1. Coordinates and supervises the development, implementation, evaluation and revision process of K-12 curriculum to meet local and state mandates.
2. Coordinate compliance with the Department of Public Instruction Standards and legislated mandates.
3. Coordinate the organization and implementation of the district-wide staff development in-service program.
4. Coordinate appropriate advisory committees to enhance educational programs and/or develop better community educational understanding/awareness.
5. Coordinate and/or develop an appropriate method/process for program evaluation to meet local/state mandates.
6. Develop and administer the budgets for curriculum development, curriculum evaluation, curriculum implementation and staff development.
7. Coordinate a program of public relations designed to further community understanding of local and state testing programs.
8. Coordinate the implementation of the district-wide Talented and Gifted Program.
9. Stays abreast of trends, developments and research in the profession by attending professional meetings, reading professional journals and other publications and discussing

- problems of mutual interest with others in the field.
10. Support and contribute to the overall effort of the administrative staff and the management team.
 11. Supervise and coordinate Human Growth and Development Program (K-12) and serve as the district liaison between state, CESA, and community organizations to promote health education.
 12. Supervise and coordinate K-12 ELL programming.
 13. Coordinate new teacher mentoring and support including interns and practicum students.
 14. Coordinate Educator Effectiveness programming.
 15. Support and implement Board of Education Policies.
 16. Assist in developing and the coordination/supervision of the district summer school program.
 17. Facilitate the Board of Education Curriculum Committee.
 18. Serve as district Assessment Coordinator.
 19. Recommend administrative rules and regulations designed to enhance delivery of educational programming within the district.
 20. Assume responsibility for the direction of non-special education federal program development and grant writing. Assist in the record-keeping, inventories and reporting associated with any approved grants.
 21. Coordinate efforts within the EC-12 educational program to address needs of students identified as “at risk” (i.e. evaluate services and identify curriculum needs).
 22. Supervise substitute staff services and personnel.
 23. Perform all other tasks as assigned by the Superintendent and Board of Education.
 24. Assigned to serve as member of Board of Education Curriculum and Instruction Committee.
 25. Serve as Title I, Title II-A, Title III and Title IV and Carl Perkins Grant Coordinator.

ESSENTIAL JOB FUNCTION DESCRIPTIONS:

1. Ability to arrive at work on time and be prepared to complete job performance responsibilities.
2. Ability to work cooperatively with other staff to promote a friendly and caring environment for students and program visitors.

3. Ability to meet standards of hygiene and appearance appropriate for position.
4. Ability to complete assigned performance tasks within a reasonable time frame.
5. Ability to learn and practice universal precautions in dealing with any body fluid spills.
6. Ability to work while dealing with a sense of urgency (e.g. an emergency situation).
7. Ability to maneuver from room to room.
8. Ability to perform repetitive tasks.
9. Ability to lift and carry a minimum of 20 lbs.
10. Ability to respect district rules of confidentiality in that no specific student information is shared with anyone who does not have a legal right to that information.
11. Ability to supervise small/large groups of students or adults.
12. Ability to follow district, building and program policies and procedures.
13. Ability to complete clerical/technical duties associated with identified performance responsibilities and as required for district reporting or budget purposes.
14. Ability to complete other appropriate tasks periodically assigned by District Administrator or Board of Education that are necessary or required to carry out responsibilities of Director of Instruction position.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Education.