

WAUNAKEE COMMUNITY SCHOOL DISTRICT

ASSISTANT DIRECTOR OF INSTRUCTION

Job Description

QUALIFICATIONS:

- 1) Certification as a school administrator by the State of Wisconsin
- 2) Other qualifications deemed necessary by Board of Education

REPORTS TO: Director of Curriculum and Instruction

GENERAL FUNCTIONS: Responsible for planning, implementing, coordinating and evaluating community education programs, four-year-old kindergarten, and program for English Language Learners. Assists in the development, implementation and evaluation of curriculum, instruction and assessment in the district.

ESSENTIAL FUNCTIONS:

A. Community Education

The Assistant Director of Instruction will:

- 1) Develop and operate the year-round community education program (adult as well as youth)
- 2) Recruit, select, train, supervise and evaluate all staff members in the community education programs
- 3) Publicize community education programs
- 4) Maintain complete and accurate community education records
 - a. Personnel
 - b. Attendance
 - c. Budgets
 - d. Supplies
 - e. Others
- 5) Develop an annual community education budget
- 6) Convene Community Education Advisory Council meetings to receive recommendations for community education with the district
- 7) Provide articulation between Waunakee / MATC program offerings and facility use
- 8) Coordinate the publication of the district's newsletter (T.I.M.E.)

B. Four-Year-Old Kindergarten Program

The Assistant Director of Instruction will:

- 1) Oversee all aspects of the Four-Year-Old Kindergarten program including:
 - a. Selecting and evaluating community sites
 - b. Communicating with community-based directors and teachers
 - c. Publicizing the program
 - d. Coordinating student enrollment, registration, and transportation
 - e. Developing curriculum to meet state standards
 - f. Coordinating family outreach activities

- g. Facilitating professional development opportunities Planning and facilitating meetings of the Collaboration Council and 4K Directors
- h. Communicating with families

C. English Language Learner Program

The Assistant Director of Instruction will:

- 1) Supervise the English Language Learner Program
- 2) Develop an annual ELL budget including Title III paperwork
- 3) Assist in coordinating district-wide assessments
 - a. ACCESS testing
- 4) Coordinate language services for families and staff (translations, interpreters)
- 5) Complete Transfer of Service Verification as needed

D. Curriculum, Assessment, and Instruction

The Assistant Director of Instruction will:

- 1) Assist in coordinating staff development opportunities
 - a. Summer Technology Academy
- 2.) Assist in coordinating district-wide assessments
 - a. Measures of Academic Progress
- 3.) Provide assistance to staff and administration in the development of new curriculum
- 4.) Maintain professional currency in the areas of curriculum, instruction, assessment, data analysis and technology
- 5.) Participate in district-wide committees
 - a. Systemwide Curriculum Committee
 - b. Testing and Assessment Committee
 - c. Staff Development Committee
- 6.) Attend and provide reports to the Board of Education Curriculum Committee

E. Technology

The Assistant Director of Instruction will:

- 1) Co-chair the District Technology Committee with Director of Technology
- 2) Coordinate efforts to achieve the goals and objectives of the District's Information Literacy and Technology Plan
- 3) Assist in implementation and integration of technology standards

OTHER DUTIES:

The Assistant Director of Instruction will:

- 1) Assist in the supervision and evaluation of professional staff
- 2) Provide input and assistance to staff in the improvement of instruction
- 3) Serve as administrative liaison to one department (e.g. LMTC/CR)
- 4) Other duties assigned by Director of Curriculum and Instruction and/or District Administrator
- 5) Maintain confidentiality regarding students, student records, parents, staff and any other school-related issues
- 6) Maintain confidentiality and loyalty to employer

Adopted March 2011