

**WAUNAKEE COMMUNITY SCHOOL DISTRICT**  
**DIRECTOR OF CURRICULUM & INSTRUCTION**  
(Job Description)

**QUALIFICATIONS:**

1. Certification as required by the State of Wisconsin.
2. Any other qualifications the Board of Education may deem necessary or desirable.

**REPORTS TO:** District Administrator

**GENERAL FUNCTIONS:**

The Director of Instruction shall be responsible for the coordination of planning, development, implementation, and evaluation of curriculum programs.

**ESSENTIAL FUNCTIONS:**

**A. Leadership**

The Director of Instruction will:

1. Work with the Board and appropriate committees in the development of the District's curriculum and instructional program.
2. Plan and coordinate the efforts of the Systemwide Curriculum Committee.
3. Plan and coordinate the evaluation of the educational programs.
4. Plan and coordinate with the department chairpersons and administration, the systematic development and implementation of the various academic programs.
5. Continue to motivate and encourage staff to explore new teaching methods, make curriculum revisions and updates, and develop new programs through staff development programs.
6. Coordinate the District's professional development programs.
7. Assess the educational needs of the District and provide the necessary input and guidance in the development of programs and procedures to satisfy the needs.
8. Perform additional responsibilities deemed appropriate and assigned by the District Administrator.

B. Human Relations

The Director of Instruction will:

1. Establish a good working rapport with professional staff, administration, support staff and community members of the Waunakee Community School District.
2. Cooperate and be an active member of the administrative team.

C. Curriculum

The Director of Instruction will:

1. Provide the necessary direction for the development, implementation and refinement of the curriculum to meet state and local standards.
2. Provide assistance to staff and administration in the development of new curriculum and programs for the academic year and the summer program.
3. Provide assistance to staff and administration in the maintenance and refinement of existing curriculum and programs.
4. Supervise the District's gifted and talented (Pathways), school-to-career, and the reading resource programs.
5. Serve as the District's Assessment Coordinator.

D. Personnel

The Director of Instruction will:

1. Assist the administration in the interview process when needed.
2. Assist in the supervision and evaluation of the professional staff.
3. Provide input and assistance to staff in the improvement of instruction.
4. Provide for supervision and evaluation of department chairs and the Assistant Director of Curriculum & Instruction.

E. Management

The Director of Instruction will:

1. Plan and coordinate the operations of the curriculum office and associated resources.
2. Plan and coordinate the operations of committees under his/her direction.
3. Develop and implement a yearly budget that will provide the necessary curriculum evaluation and development.

4. Provide the administration with input regarding curriculum, instruction, and staff development for the successful management of the District.
5. Coordinate district student data systems.

F. External Relations

The Director of Instruction will:

1. Maintain a positive relationship and communications with the media, community agencies, Department of Public Instruction and other school districts.

Legal Ref.:    Sections        118.24 Wisconsin Statutes  
   121.02(1)(a)  
   PI8.01(2)(a)+(q) Wisconsin Administrative Code

Adopted:        1/13/86

Revised:        4/22/91  
                         March 1994  
                         9/11/95  
                         October 2006

Waunakee Community School District