

MONONA GROVE SCHOOL DISTRICT
Position Description

Position Title:	Director of Instruction
Department/Location:	Curriculum and Instruction- District Office
Reports To:	Superintendent
Employees Supervised:	District Office Instructional Personnel

POSITION SUMMARY:

Under the direction of the Superintendent, the Director of Instruction is responsible for aligning the District's program of teaching and learning with Wisconsin academic standards, facilitating the curriculum review process, and leading the District's staff development program in order to improve student learning and educator pedagogy.

PERFORMANCE RESPONSIBILITIES: This position description is not intended to be an exhaustive list of all duties, knowledge or skills associated with this position, but are intended to accurately reflect the essential job elements. Any combination of the job functions shown below may be performed.

Essential Functions

1. Oversee the planning, implementation and management of the curriculum and instruction programs for the District to improve student learning.
2. Plan and direct the District's curriculum program evaluation and renewal process to ensure that learning outcomes are appropriately aligned with Wisconsin Academic Standards and high quality teaching strategies are implemented in the classroom.
3. Plan and direct the selection and acquisition of instructional resources to support District curriculum.
4. Ensure articulation of the educational program within and among grade levels.
5. Assume a leadership role and/or serve as consultant to building principals and other staff on matters pertaining to curriculum development and instructional and staff improvement throughout the district.
6. Serve as the director of all curriculum projects funded through federal or state agencies or by foundation aid.
7. Direct and coordinate District Office instructional personnel.
8. Plan and direct the District's professional development programs for professional staff.
9. Coordinate the District's summer school program.
10. Provide leadership in evaluating the performance of schools.
11. Design and evaluate the District's assessment program.
12. Ensure that the Curriculum and Instruction Department needs are met by accurate budget preparation and monitoring.
13. Support building principals in the evaluation process of teaching staff.

14. Provide leadership to and coordinate curriculum study activities.
15. Develop and implement competency-based criteria and standards for evaluation of the instructional program.
16. Direct the production of curriculum guides, course syllabus and resource units.
17. Coordinate the District's supervision and evaluation program for teaching staff.
18. Make applications for and administer federal, state, and other competitive grants, including but not limited to ESEA (Title 1, Title 2, and Title 3) and Educator Effectiveness.
19. Direct the District new teacher induction program (Monona Grove New Teacher Project).
20. Direct the District's Gifted and Talented program.

Additional Job Functions

1. Prepare federal, state and/or local reports as directed by the Superintendent.
2. Attend professional meetings, conferences, institutes etc. to keep abreast of current trends and practices in curriculum content and instructional methods.
3. Maintain contact and consult with state, regional and local agencies that affect the curricular/instructional programs of the District.
4. Communicate instructional services to the public.
5. Perform other related duties as directed by the Superintendent.

QUALIFICATIONS:

Experience, Training, and Licensure

1. Valid Wisconsin Director of Instruction License required.
2. Master's Degree in School Administration or closely related field required.
3. Five or more years of leadership or supervisory experience in education preferred.
4. Experience in curriculum development, assessment and staff development.

Knowledge, Skills, and Abilities

1. Knowledge of assessment, data analysis, and accountability systems.
2. Knowledge of Wisconsin Educator Effectiveness, coaching models and teacher development.
3. Ability to establish and maintain effective relationships with staff and public.
4. Ability to effectively supervise the work of others.
5. Working knowledge of using technology to transform teaching and learning.

WORKING CONDITIONS:

Work Environment

1. Indoor office environment.
2. School environment.
3. Travel between buildings is required

Physical Tasks

1. The person in this position needs to be able to move about inside school buildings to visit classrooms and attend meetings outside of his or her office.
2. The person in this position must be able to transport himself or herself to all school locations within the District.
3. The person in this position must be able to remain in a stationary position 50% of the time.
4. The person in this position must be able to operate a computer and other office productivity machinery, such as a copy machine and computer printer.
5. The person in this position must be able to converse with administrators and staff, and must be able to exchange accurate information with such individuals.
6. The person in this position must be able to observe teachers in their classrooms.

Disclaimer: This position description is subject to change at any time.

Board Approved: June 24, 2015