

**Title: Director of Instruction: Secondary 7 - 12 (FLSA Exempt)**

**Performance Responsibilities:**

**Design and Evaluation-Supervises the design and evaluation of secondary instruction and the school health program.**

- Directs the development of comprehensive goals and objectives to insure effective secondary instruction and school health programs.
- Initiates the review and improves programs on an annual basis.
- Makes annual projections of program needs, including professional and non-professional personnel requirements, programs and facilities.
- Directs the development of instructional objectives which help teachers to meet the goals of the School System.
- Initiates plans, implements and supervises system wide testing of secondary instructional effectiveness.
- Coordinates the review of evaluation results in order to improve secondary instruction.

**Any and all duties as assigned by the Assistant Superintendent of Curriculum and Instruction**

**Leadership-Supervises the work of all secondary personnel.**

- Recommends employment of teachers, specialists and auxiliary personnel to work with secondary programs.
- Approves performance and progress of subordinate personnel based on systematic procedures outlined by the School System.
- Directs the development of in-service training for personnel in position for 0-3 years, personnel in position for 4 or more years.
- Initiates recruiting, interviewing, and makes recommendations for employment of professional and paraprofessional staff when needed.
- Supervises the observation and evaluations of classroom instructional practices upon request of secondary supervisors/principals.

**Management-Initiates activity necessary to maintain an effective secondary instructional program.**

- Initiates practices and procedures designed to assist secondary teachers with instructional practices.
- Initiates the ordering and utilization of instructional aids.
- Directs the instructional practices in the classrooms in order to coordinate teaching procedures throughout the Parish.
- Initiates curricular revision and publication of guides for secondary schools.

**Student Services-Supervises procedures which promote the success and well-being of students.**

- Works to insure instructional practices designed to meet the present and future needs of students.
- Directs the oversight of classroom procedures to maximize student success.
- Ensures that teachers receive appropriate help to overcome problems related to student success.
- Initiates the gathering of long-range data on the academic success of students who leave the secondary program in order to make improvements in instruction.

**School/Community Relations-Initiates procedures and practices which insure effective school/community relations.**

- Works to achieve maximum understanding and support of public education.
- Communicates instructional goals, objectives, policies, procedures, and the problems to staff, parents, community and media.
- Confers with appropriate principals, supervisors, and directors to provide a total educational program.
- Provides an open-door policy which allows for suggestions and disagreements.
- Designs and conducts effective meetings which project the professionalism of self and other educators.

**Professional Development-Plans for professional self-development.**

- Uses evaluations to grow professionally.
- Participates in activities that will facilitate professional growth and development.
- Makes use of recommendations for improvement.

**Minimum Qualifications:**

- United States citizen or authorized alien
- Requirements as outlined in Bulletin 746, the Louisiana Standards of State Certification of School Personnel
- Physical and mental stamina and ability to perform job functions, tasks, and duties

**Terms of Employment:** Twelve (12) months

**Reports to:** Assistant Superintendent of Curriculum and Instruction

**Supervises:** All secondary instructional personnel.

Signature of Evaluatee: \_\_\_\_\_  
Signature indicates that the evaluatee has received the performance responsibilities and evaluation instrument for the position

Printed Name of Evaluatee: \_\_\_\_\_

Employee Identification Number: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Evaluator: \_\_\_\_\_  
Signature indicates that the evaluatee has received the performance responsibilities and evaluation instrument for the position and has so indicated to the evaluator

Original – Human Resources

Copy – Site File

Copy – Employee