

	BREITUNG TOWNSHIP SCHOOL DISTRICT	
	KINGSFORD, MICHIGAN	
PLEASE POST	POSITION OPENING	PLEASE POST

TITLE: Director of Instruction and Assessment

POSTING DATE: March 5, 2024

QUALIFICATIONS:

1. Bachelor's Degree with a Valid Michigan Teaching Certificate.
2. Minimum of three (3) years of teaching experience.
3. Master's Degree in Curriculum and Instruction or Education Administration.
4. Knowledge of or experience in coordinating/administering curriculum programs in K-12 school districts.
5. Knowledge of or experience in state/federal testing programs, reporting, and data analysis.
6. Knowledge of or experience in coordinating or assisting with state and federal grant programs.
7. Knowledge of or experience in evaluating professional and non-certified staff.
8. Strong written and verbal communication skills.
9. Proficient in the use of instructional technology and collaboration tools.
10. Such alternatives to the above qualifications as the board may find appropriate and acceptable.

REPORTS TO: Superintendent

SALARY: As determined by the Board of Education and commensurate with qualifications and experience.

PERFORMANCE RESPONSIBILITIES:

1. Leads curriculum review and revision process.
2. Leads state/federal testing programs, reporting, and data analysis.
3. Leads school improvement process and works collaboratively with administrators to implement the school improvement plan.
4. Assists with state and federal grant program applications, implementation, and evaluation.
5. Assists in the development and coordination of the budget that pertains to curriculum and instruction.
6. Assists with department, grade-level, professional learning, and committee meetings.
7. Assists with and guides the implementation of relevant professional development for instructional staff.
8. Reviews, evaluates, and communicates the results of the district-wide assessment programs.
9. Observe teachers in their classrooms at the request of the principal and offer insights for the enhancement of the teaching and learning experience.
10. Communicates the approved curriculum to the professional staff and maintains a list of approved instructional materials.
11. Assumes a leadership role in the development of new courses.
12. Assumes a leadership role in the adoption of new instructional materials.
13. Seeks out, evaluates, and implements instructional opportunities and programs that enhance the instructional practices of the professional staff.
14. Acts as a district liaison with other educational leaders and agencies at the local, state and national levels.

15. Perform other duties as assigned.

EVALUATION: Performance of this position will be evaluated per board policy and administration evaluation guidelines.

METHOD OF APPLICATION: Submit a letter of application, résumé, credentials, transcripts from your college or university, and Breitung Township Schools job application at www.kingsford.org to:

Mrs. Michelle Kleikamp, Superintendent's Executive Secretary
Breitung Township School District
810 W. Pyle Drive,
Kingsford, Michigan 49802

CLOSING DATE OF APPLICATION: March 22, 2024, 3:00 p.m. CDT for initial consideration

**BREITUNG TOWNSHIP SCHOOLS IS AN EQUAL-OPPORTUNITY
EMPLOYER**