

Executive Director of Instruction and Professional Learning

DEPARTMENT:	Curriculum & Instruction	REPORTS TO:	Assistant Superintendent of Curriculum and Instruction
WORK SCHEDULE:	12 months	COMPENSATION:	Administrative Salary Schedule
FULL/PART TIME:	Full Time	FLSA STATUS:	Exempt

Position Description

Collaborate with district level administrators to support all aspects of curriculum, instruction, and staff development. Oversee and supervise Instructional Facilitators. Lead professional learning initiatives in the district.

Task Title	Essential Job Functions	Percent of Time Spent
Curriculum Development & Implementation	<ul style="list-style-type: none"> ● Keep abreast of changes in legislation that affect instruction. Research, design, and implement those changes as necessary. ● Assist with curriculum revision as requested by the Assistant Superintendent for Curriculum and Instruction. ● Assist in the development and implementation of board policies and directives. ● Carry out duties and responsibilities as outlined by district policies. ● Give presentations to the Board of Education on topics that include professional development and instructional initiatives. 	50%
Supervision & Professional Development	<ul style="list-style-type: none"> ● Oversee mentors and teacher mentor program. ● Supervise and evaluate instructional facilitators and support staff working with the Executive Director of Instruction Professional Learning ● Supervise elementary instrumental music teachers and support the elementary instrumental music program. ● Support principals in the evaluation process as requested. 	25%
Professional Development	<ul style="list-style-type: none"> ● Support the research, design, and implementation of district and building-level professional development, including improvement plans, procedures, and efforts to promote best practices in curriculum and instruction. ● Collaborate with building administrators to coordinate professional development efforts and connect K-12 learning and instruction. ● Coordinate and lead new teacher induction. ● Provide training on new curricular materials, curriculum delivery, support, and review. ● Develop, promote, facilitate, and guide professional learning for staff. 	25%

Task Title	Essential Job Functions	Percent of Time Spent
	<ul style="list-style-type: none"> ● Establish and maintain effective relationships with students, staff, and the community. ● Participate in professional development and growth activities. 	

The intent of this job description is to provide a representative description of the types of duties and responsibilities required for this position. Employees may be asked to perform other job-related duties as assigned.

Supervisory Responsibilities

- **Supervisory Responsibility:** One or more employees, instructional facilitators, and elementary instrumental music staff.
- **Supervisory Activities:** Budgeting/Staff allocation, Developing or training, Directing, Disciplining, Evaluating Performance, Hiring, Investigating, Orienting or Onboarding, Promoting, Scheduling, Terminating, Approving timecards or time off requests
- **Budget Signing Authority:** \$50,000
- **Decision-making Authority:** Decisions impact the entire district

Qualifications

Required

- **Education:** Master’s degree in educational administration
- **Licensure:** Missouri Teaching Certificate and Missouri Administrator Certificate
- **Previous Work-Related Experience:** Five or more years of experience in education required.
- Valid driver’s license and reliable transportation to travel between buildings as necessary.

Preferred

- Curriculum writing experience
- Instructional coaching experience
- Developed and led professional development
- Experience with leading and evaluating a team

Knowledge & Skills

Knowledge

- **Basic:**
 - Administrative: Administrative and office procedures, functions, and basic office tasks,
 - Health Services: Treating and preventing disease, and improving and preserving physical and mental health and well-being.
- **Intermediate:**
 - Accounting: Accounting principles, practices, and the analysis and reporting of financial data.
 - Computers/IT: Electronic equipment, and computer hardware and software, including applications and programming.
 - Education/Training: Principles and methods for curriculum and training design, teaching and instruction, and measuring training effects.
- **Advanced:**
 - Safety/Security: Equipment, policies, and procedures for the protection of people, data, property, and the organization.

- Law/government: Relevant local, state, and national laws and government regulations, including KSD Board of Education policy and employment law and regulations.
- **Expert:**
 - Management: Business/management principles involved in strategic planning, resource allocation, leadership, and coordination of people and resources.
 - Human Resources: Principles and procedures for staff recruitment, selection, training, compensation and benefits, labor relations, and HR information systems.
 - Customer and personal service: Principles and processes for providing customer and personal services.

Skills

- **Constantly (More than 5.6 hours or 69% of the day):** Reading comprehension, Speaking, Active learning, Active listening, Critical thinking, Management of personnel resources, Time management, Coordination, Service orientation, Social perceptiveness, Judgment and decision making
- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Writing, Monitoring, Management of financial resources, Instructing, Negotiation, Persuasion, Complex problem solving, Systems analysis, Systems evaluation
- **Occasionally (Up to 2.5 hours or 32% of the day):** Mathematics, Learning strategies, Management of material resources
- **Rarely (Less than 1 hour or 12% of the day):** N/A

Working Conditions

Physical Demands

- **Constantly (more than 5.6 hours or 69% of the day):** Finger Dexterity, Hearing
- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Sitting, Standing, Walking, Repetitive motion,
- **Occasionally (Up to 2.5 hours or 32% of the day):** Carrying/Lifting, Color Vision
- **Rarely (Less than 1 hour or 12% of the day):** Crouching/Kneeling, Balancing, Reaching

Mental and Psychological Demands:

- *High demands:* The job requires significant mental effort and involves high levels of stress (e.g., Frequent need to deal with difficult customers or manage emotions when interacting with others, often works under tight deadlines, exposure to public criticism, regularly requires extended periods of concentration on complex tasks).

Work Type/Physical Demands

- *Light work:* Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.

Working Environment

- *Everyday risk and discomfort level:* The environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, residences, or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals. The work area is adequately lighted, heated, and ventilated.

EEO Statement

Kirkwood School District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, age, disability, or sex, including pregnancy, sexual orientation, and gender identity and other characteristics protected by law.

Last Updated: May, 12, 2024