

TITLE: **DIRECTOR OF CURRICULUM, INSTRUCTION, ASSESSMENT AND INSTRUCTIONAL TECHNOLOGY**

QUALIFICATIONS: Graduate degree in education
Valid certification
Experience in classrooms, on committees and with various administrative duties related to curriculum, assessment, and instructional improvement.

REPORTS TO: Superintendent

JOB GOAL: To assist the Superintendent and Director of Business Services/Technology with various responsibilities related to curriculum, assessment, technology staff development and the application and administration of non-competitive and competitive grants.

PERFORMANCE RESPONSIBILITIES:

1. Planning and coordination of K-12 curriculum development and instructional program development.
2. Manages the district's standardized and local assessment data through the use of appropriate technology. Organizes and presents assessment data in a usable format.
3. Manages all curriculum and assessment information that is published on the district webpage.
4. Directs, coordinates and monitors all federal and state non-competitive grants.
5. Application for and monitoring of competitive grants if awarded.
6. Development and implementation of a district teacher mentoring program.
7. Reports to supervisor on the status of horizontal and vertical continuity and articulation of the instructional program. This will be implemented through classroom visits, meetings and feedback from department chairs, principals and assistant principals.
8. Development, implementation and monitoring of a continuing program for renewal and revision of the district curriculum.
9. Recommends and monitors implementation of innovations in curriculum as well as instructional delivery processes.
10. Maintains best practice knowledge in curriculum and instructional delivery.

11. Supervises and reports to supervisor and the Board on student achievement.
12. Recommending, coordinating, monitoring and evaluating staff development programs.
13. Coordinating and participating in the evaluation and development of textbooks and curriculum materials, including software.
14. Maintains a system of records for curriculum and staff development as well as student achievement.
15. Recommends instructional technology needs, both hardware and software.
16. Recommends, configures and manages software associated with curriculum development/management and assessment.
17. Develops and maintains websites host by Unit District #1.
18. Monitors, accesses and supports student management system databases and other appropriate administrative databases.
19. Coordinates with Director of Business Services/Technology in technology planning, grants and e-rate applications.
20. Performs such other duties and tasks and assume other responsibilities as may be delegated by the Board of Education or assigned by the Superintendent.

TERMS OF EMPLOYMENT:

The Director of Curriculum, Instruction, Assessment and Instructional Technology is a 12 month employee.

EVALUATION:

The Superintendent of the school district will evaluate the performance of the Director of Curriculum, Instruction, Assessment and Instructional Technology