

Director of Secondary Education

1. Develop and administer the Title IIA Grant
 - a. Professional Development for District \$162,000
2. Home School Liaison to the State Department of Education
3. Supervise Secondary Principals
 - a. Determine the need and make decisions on professional development needed by administrators to be effective in their positions
4. Curriculum – What we expect students to learn
 - a. Oversee the development of each curriculum at the secondary level
 - b. Plan and oversee the implementation of the curriculum
 - c. Oversee acquisition of support materials for the teaching of the curriculum
 - d. Oversee the district committees and serve on the Curriculum and Assessment Committee
 - e. Work to develop Core Course Competencies at the High School
5. Instruction – How the Curriculum is Taught
 - a. Oversee the instructional delivery at the Secondary Level
 - b. Work with teachers and administrators to ensure instructional quality
 - c. Gather Data to determine what kind of professional development is needed
 - d. Finance and schedule the type of staff development that is needed to improve the quality of instruction or is needed to implement curriculum or assessments
6. Assessment – what we use and how we gather information on whether students have learned the curriculum. Also used to determine the effectiveness of programs and personnel.
 - a. Determine what assessments need to be used
 - b. Assist in the creation of common assessments to measure standards and competencies
 - c. Make decisions on what type of staff development is needed in the area of assessment and data analysis of results
 - d. Finance the materials or resources needed to implement this model
7. Response to Instruction – Is a model for what we do when students are not learning the curriculum or when they have already learned the curriculum
 - a. Oversee the implementation of this model at the secondary level
 - b. Make decisions on what type of staff development is needed in order to implement this model
 - c. Finance the materials or resources needed to implement this model
8. Oversee hiring and supervision of teachers and administrators at the secondary level
9. Assist secondary level in carrying out the School In Need of Improvement and District In Need of Improvement Plans
10. Oversee establishment, work and payment of all district committees and Professional Learning Communities
11. Work with School Improvement Monies Committee
12. Serve on Regional Curriculum Instruction and Assessment Committee
13. Coordinator for District TEDx Event in 2012
14. SAU Liaison to Para-Educators in the District

Director of Elementary Education

1. Develop, administer, and implement Title I
 - a. Each year write the grant, \$188,000
 - b. Three schools: Pollard, Danville, Sandown North
 - c. 7 tutors—training and supervision
 - d. Review and make decisions on materials and programming
 - e. Work with school coordinators—assistant principals
2. Develop and administer the Title IIA grant
 - a. Professional development for district, \$162,000
3. Homeless Education liaison
 - a. Work with and train the school contacts—guidance counselors
 - b. Oversee information to schools and local agencies on homeless services
 - c. Work with transportation department to arrange transportation for homeless students
 - d. Work with business office to coordinate free lunch for homeless service
 - e. Collect data and official paperwork on homeless students
 - f. Complete information on homeless students for state and federal reports
4. Supervise elementary principals, work with assistant principals/curriculum coordinators
 - a. Determine the need and make decisions on professional development needed by these groups to be effective in their positions.
5. Curriculum—what we expect students to learn
 - a. Oversee the development of each curriculum at the elementary level:
 - i. reading, writing, math, science, social studies, technology, art, music, pe/health, information skills, enrichment, and guidance
 - b. plan and oversee the implementation of the curriculum
 - c. oversee and implement the acquisition of materials and resources for the teaching of the curriculum
 - d. oversee district curriculum committees and serve on the Curriculum and Assessment committee
6. Instruction—how the curriculum is taught
 - a. Oversee the instructional delivery of the elementary programs and curriculum
 - b. Work with teachers and administrators to ensure instructional quality
 - c. Gather data on and make decisions on what type of staff development is needed
 - d. Finance and schedule the type of staff development that is needed to improve the quality of instruction or is needed to implement curriculum or assessments

7. Assessment—what we use and how we gather information on whether students have learned the curriculum. Also used to determine the effectiveness of programs and personnel.
 - a. Determine what assessments need to be used
 - b. Make decisions on what type of staff development is needed in order to administer certain assessments, use of software to collect results.
 - c. Finance and schedule the type of assessments, software, or staff development to use.
8. Response to Instruction—is a model for what we do when students are not learning the curriculum or when they have already learned the curriculum
 - a. Facilitate the district group that developed this model.
 - b. Oversee the implementation of this model at each of the elementary schools
 - c. Make decisions on what type of staff development is needed in order to implement this model
 - d. Finance the materials or resources needed to implement this model.
9. Oversee hiring and supervision of teachers and administrators at the elementary level.
10. Coordinate, supervise each of the District In Need of Improvement and School in Need of Improvement plans
11. Oversee the Evaluation Committee who works on the evaluation plan and the software that is used for the evaluation process.