

## Board Policy

Code No. 303.5E3

### ADMINISTRATIVE DUTIES – DIRECTOR OF CURRICULUM INSTRUCTION AND ASSESSMENT

**TITLE:** DIRECTOR OF CURRICULUM INSTRUCTION AND ASSESSMENT

**QUALIFICATIONS:**

1. MA in Educational Leadership or Curriculum and Instruction
2. Iowa Administration and Evaluator approval license preferred
3. Minimum 5 to 7 years classroom teaching and /or Instructional coaching preferred
4. Administrative experience preferred
5. Such alternative to the above qualifications as the Board may find appropriate and acceptable

**REPORTS TO:** Superintendent

**SUPERVISES:** Curriculum & Professional Development Teacher Leaders

**JOB GOAL:** The Director of Curriculum Instruction and Assessment will provide leadership and vision in the ongoing planning, implementation, development, direction, review and evaluation of the district's curriculum and instructional services. The Director ensures that the district and school education objectives are aligned to state frameworks and to instructional practices that yield the highest standards of student achievement and instructional excellence. The Director of Curriculum Instruction and Assessment reports to the Superintendent and participates as part of the Superintendent's cabinet.

**PERFORMANCE RESPONSIBILITIES:**

1. Makes decisions and demonstrates instructional leadership that support the mission, goals, and interests of the District and of students.
2. Plans and directs the development and/or establishment of a unified, District-wide K-12 curriculum, ensuring that it is rigorous, culturally responsive, and reflects current research and theory in instruction.
3. Supervise directly the work of instructional specialists not on permanent assignment to a school building (Curriculum Professional Development Teacher Leaders).
4. Coordinate the development, implementation, and evaluation of the Comprehensive School District Improvement Plan (CSIP).
5. Represent the District in meetings and conferences related to curriculum and instruction, assessment, and technology.
6. Report quarterly to the Board on all curriculum, instruction, and assessment matters as directed by the Superintendent.
7. Coordinate and supervise the Instructional Support program for the district, including implementation of a consistent K-12 MTSS system.
8. Assist in the development and administration of the section of the budget (district, state and federal allocations) that pertains to curriculum, instruction, assessment and professional development.

9. Work with administrators and teachers in organizing and coordinating grade level and departmental meetings in order to establish and maintain horizontal and vertical continuity and articulation in the instructional program throughout the district.
10. Serve as a district liaison with educational leaders in curriculum, instruction, and assessment at state, regional and national levels.
11. Complete all State and Federal Curriculum reports.
12. Leads the development and coordination of instructional staff development programs of the District.
13. Plans, implements and directs the District's summer school program.
14. Coordinates the Iowa Competent Private Instruction program.
15. Performs other duties as assigned by the Superintendent.

**EVALUATION:** Performance will be evaluated annually by the Superintendent.

*Revised and Approved:*

*Revised:*

*Reapproved: February 20, 2018*