

DIRECTOR OF INSTRUCTION

AD20

QUALIFICATIONS FOR THE POSITION:

Master's Degree from an accredited institution which prepares him/her for instructional leadership and administrative duties required.

Minimum four years of successful classroom teaching experience prior to appointment as Director of Instruction.

Qualify for a Colorado Professional Administrator License.

Able to demonstrate adequate use of computers and computer software in order to develop presentations, manage student and program data and communicate to others given district platforms.

Evidence of completion of approved Colorado Evaluator Training Program.

Previous school building or district level administrative experience desirable.

Previous experience with tests and measurements of educational progress and student academic achievement desirable.

ESSENTIAL FUNCTIONS:

Responsible for PS-12 coordination of all instructional programs in the district to include development and revision of district standards, curriculum development, assessment and reporting of student achievement, and alignment of instructional practice to district and state standards and assessment in accordance with the school board's objectives and policies.

Coordinate, provide achievement data and assist principals and superintendent in the implementation of district accreditation plan consistent with Board of Education policies and procedures.

POSITION RESPONSIBILITIES:

- Responsible for working with building principals in program evaluation to provide PS-12 continuity on needed curriculum consistent with district standards.
- Act as a resource to assist building principals in the selection of textbooks and supplementary instructional materials used in the district to provide desired program continuity and alignment with standards and assessments of the district.

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- Responsible for the development, administration, implementation, interpretation and reporting of PS-12 district assessments and student achievement data on district and state standards.
- Coordinates dissemination of information regarding student achievement and district instructional programs to the community by way of the media, speaking to community groups and area wide committees as may be required.
- Maintains such records as are necessary to administer assigned programs effectively.
- Responsible for insuring completion and filing of statistical reports required by the State Department of Education or other state and federal agencies for all programs assigned to this position including federal grant application process.
- Responsible for PS-12 teacher staff development or in-service programs for assigned programs and to improve student achievement.
- Supervise District Assessment Coordinator and other TOSAS as assigned.
- Act as liaison to District Accountability Committee as may be required.
- Act as liaison to the Colorado Department of Education and other external educational groups in support of best practices for programs as assigned.
- Responsible for other areas as assigned by the Superintendent of Schools.

REPORTS TO: Superintendent of Schools

EVALUATION: Performance will be evaluated in accordance with Board of Education Policy regarding the evaluation of administrative personnel.

TERMS OF EMPLOYMENT: Work year, salary and benefits to be established by the Board of Education consistent with Board of Education Policy regarding administrative personnel.

Adopted: August, 1980
Revised: July 2001
December 2007
June 2012