**NELSON COUNTY SCHOOLS**

**Job Description**

**TITLE: EXECUTIVE DIRECTOR OF INSTRUCTIONAL SERVICES**

**QUALIFICATIONS:** Supervisor of Instruction Certification, five years experience in administration.

**REPORTS TO:** Superintendent

**JOB GOALS:** To ensure that each student is provided with the richest educational experience thedistrict can provide.

**PERFORMANCE RESPONSIBILITIES:**

Plans and carries out a district-wide program of curriculum review and development.

Provides leadership in the evaluation of instructional methods and programs, and recommends such changes and improvements as are needed.

Guides individual professional development experiences for Principals via the

evaluation process ( Individual Professional Growth Plan).

Supervises the instructional and professional development programs of the staff in the assigned buildings.

Integrates instructional programs.

Assists principals in the planning and implementation of effective programs of supervision and evaluation.

Designs, recommends, carries out educational initiatives; disseminates and interprets

the results to administrators, teachers, and parents as appropriate.

Assists in the recruiting, interviewing, screening and recommending of qualified candidates for positions on school staffs.

Plans and supervises the new teachers’ orientation program.

Supervises and coordinates the work of curriculum resource consultants.

Provides guidance in the selection and use of textbooks and other instructional materials.

Works with teachers in the preparation of curriculum materials.

Acts as a liaison with other school districts, universities, and State Department personnel in order to keep abreast of new educational developments and ideas.

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Keeps current with educational developments and the literature in the field of education and participates in the affairs of state and national professional societies devoted to the

advancement of education.

Collaborates with other directors (special education, student support services, and operations support) on a regular basis to ensure consistency in district’s plans and services.

Collaborates with the Principals in the development and implementation of school and district Comprehensive Improvement Plans.

Assists with all assessment and accountability programs, data analysis and interpretation.

Supervises Special Education Support Services.

Demonstrate regular attendance and punctuality.

Adhere to the appropriate code of ethics.

Perform other duties consistent with the position assigned as may be requested by the

Superintendent.

**KNOWLEDGE AND ABILITES:** To perform the responsibilities as previously outlined.

**ABILITY TO:** Perform as a leader such that student achievement is maximized.