**CIITS District Administrator for Race to the Top**

Reports to –Assistant Superintendent Curriculum/Instruction

Terms of Employment – Determined by the District board approved Extra Curricular Schedule until grant (RTTT3) ends

Implement each element of the Continuous Instructional Improvement Technology System (CIITS) as it is made available by the Kentucky Department of Education

**PERFORMANCE RESPONSIBILITIES**

1. Professional development, technical assistance associated with the effective implementation of the module
2. Provide monthly data to assistant superintendent
3. By the end of the grant period, will have used the CIITS system to create curriculum maps for the schools in the district
4. Disseminate material to teachers and collect data
5. Implement and monitor time line for goal setting as established in grant

**PHYSICAL DEMANDS**

The work is performed while standing or sitting.

**MINIMUM QUALIFICATIONS**

1. Kentucky certification, license, or other legal credentials required.
2. 3 years of professional teaching experience.
3. Participation in professional development and training associated with CIITS.

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Board Chairperson

Reviewed and agreed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee