**Director of Curriculum Instruction and Assessment**

Reports to – Superintendent

The Director of Student Achievement is responsible for bringing evidence-based practices into classrooms by working with school leaders and leveraging state and local grant dollars. Focus will be on support for teachers, coaches, and school leaders around evidence-based instructional strategies and the instructional coaching process with the goals of increasing student engagement, improving student achievement, and building teacher capacity in schools.

**Performance Responsibilities**

1) Provide leadership in all district programs relating to curriculum and instruction.

* Coordinate across district offices to ensure high quality instruction is being implemented and monitored.
* Work with the school leadership (principals, coaches, SBDM) in all buildings to formulate a well-designed and delivered curriculum rich in authentic literacy and math
* Coordinates the work of curriculum coaches who provide special support to the schools
* Promote the utilization of action research, common formative assessments, and summative assessments to adjust classroom instruction.
* Facilitate conversations about transition between schools
* Provide support in analyzing student assessment data *(ACT, MAP, SNAP, CERT, COMPASS, KYOTE, WorkKeys and KOSSA)*.
* Provide oversight and training over the District Evaluation Plan and KTIP. This is to include a onboarding process for all employees new to the district.
* Professional Development is vital to the development of staff and forward movement of our district. Ensure each building is conducting effective PD for all staff and monitoring effectiveness.

2) Coordinate and facilitate the selection and purchase of instructional materials in the district.

* Manage the instructional materials (textbook) purchasing program at a district level by working with principals and SBDM Councils.
* Provide teachers resources related to instruction and curriculum.
* Coordinate and Evaluate results from building wide assessments (CERT/MAP) used to track student learning and growth.

3) Leads in the evaluation of instructional methods and programs, recommending how such methods and programs could be replicated in the district.

* Promote and coordinate the implementation of research based instructional strategies.
* Gathering, analyzing, and interpretation of data that supports improving instruction
* Coordinate district wide efforts in creating a common system of classroom walkthroughs
* Promote writing across the curriculum to increase student achievement.

4) Encourage and support the implementation of **technology and innovative strategies** in the classroom.

* Encourage teachers to integrate technology into lessons (Google Classroom, Google apps, Chromebooks, etc.)
* Facilitate operation and expansion of dual credit opportunities at the high school and the ILEAD Academy.
* Responsible for all areas of Career and Technical Education in the district to include data entry and review, coordination with Area Technology Centers, and career pathway design.

5) Work positively toward meeting identified **district and building improvement goals**.

* Coordinate and submit the District Improvement Plan each year to KDE.
* Meet regularly with principals/SBDM to coordinate instructional activities related to the district and school improvement plans
* Active member of the district strategic plan team with direct responsibility for the STUDENT Goals

7) Assist with **development** of district curriculum, instruction and assessments.

* Facilitate and promote a district wide system of standards based instruction.
* Collaborate with school administration and teachers to review and develop aligned curriculum components including common formative assessments.
* Assist teachers in aligning their teaching with appropriate standards, curriculum and assessments.

8) Plan, budget and manage state and local grant programs to include ESS, Title I, Title II, Gifted/Talented, Rural and Low Income to ensure we maximize resources in meeting student needs.

* Work with the district finance officer to ensure budgets are utilized fully and are in compliance with state and federal guidelines.
* Enter required data into the GMAP system
* Evaluate expenditures yearly and adjust to meet changing district and student needs
* Provide oversight and direction to the GT program to include scheduling of GT teacher into buildings, services offered, development of service plans.

9) Serve as the District Assessment Coordinator

* Coordinate with KDE to ensure all elements of the stated and federal assessments are administered in compliance with standards
* Ensure building level assessment coordinators are trained and conduct required training with staff members
* Review all student data before and after testing to ensure data is reported correctly
* Stay current and ensure building administrators have latest information that relates to assessment.

10) Carry out projects that are assigned by the superintendent to enhance the over-all operation of the district.

11) Prepare and deliver reports related to program effectiveness and monitoring to the superintendent and Board of Education, including recommendations for new policies or revisions to existing policies as conditions change

12) Demonstrate effective administrative skills, communication skills, organizational skills, problem-solving and decision-making skills

13) Demonstrate a sense of professional responsibility through networking with other districts and professional organizations and participating in professional growth activities.

14) Demonstrate positive, professional relationships with district personnel, parents and community.

**Minimum Qualifications**

1. Principal Certification Required
2. Instructional Supervisor Certification Preferred
3. Prefer 5 years’ administrative experience
4. Knowledge of State and Federal Grants

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

Board Chairperson

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

Employee

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| Curriculum |
| Instructional Practices |
| Professional Development |
| Oversight of Instructional Coaches |
| Data Analysis- Improvement Plans |
| CITTS |
| Instructional Materials/Textbooks |
| Employee Evaluation System |
| KTIP |
| District Assessment Coord. (MAP, CERT) |
| ESS |
| Title I |
| Title II |
| Gifted/Talented Programs |
| Rural and Low Income Grant |