

MARION COUNTY JOB DESCRIPTION

Position Title: Director of Instruction and Federal Programs Department: Central Office Reports To: Superintendent Approved By: Marion County Board of Education Date: July 2019

SUMMARY: Under direction, to assist in the planning, development and implementation of the policies, regulations, guidelines and procedures pertaining to the District special projects; to serve as a resource to District personnel and site councils pertaining to State and Federal special funded programs; to assist in the development, preparation and distribution of the special funded program consolidated applications; to audit, monitor and review the special project budget control procedures and project compliance requirements; and to do other related functions as directed. Develops, oversees, and manages the day to day operations in the areas of middle and secondary education. Works with superintendent to assist teachers in coordination of curriculum and instructional practices within and among the schools in the district.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Assist in the planning, organization and coordination of the district's Federal programs
- Assist in the planning, organization and coordination of staff development workshops and clinics, field trips, assemblies, and a variety of other school improvement and remediation educational functions and activities.
- Confer with, counsel and advise administrative and instructional personnel and site councils concerning school improvement and remediation functions and activities.
- Assist in the planning, organization and implementation of project evaluation and assessment process and school improvement plans.
- Perform a variety of communication and presentation functions to further community understanding of the special project purpose, and how special projects interface with curriculum and instruction.
- Serve as the liaison to State and Federal agencies responsible for special project guideline and procedure compliance.
- Oversee compliance with special project and Federal guidelines and procedures.
- Provide leadership in all district programs relating to curriculum and instruction.
- Assist principals and teachers in articulating instructional practices within and among schools.
- Supervise and coordinate instructional coaches by providing support for learning among students and staff.
- Coordinate and facilitate the selection and purchase of instructional materials in the district.
- Facilitate planning processes within schools and across the district.

- Carry out projects that are assigned by the superintendent to enhance the district.
- Lead a variety of professional learning community groups
- Support and seek initiative ways of teaching and learning
- Ensure compliance with KDE with on-going changes in assessment and graduation requirements.
- Oversee and support Special Education and Early Childhood and other programs to support teaching and learning.
- Demonstrates effective administrative skills, communication skills, and organizational skills, problem-solving and decision-making skills.
- Demonstrates a sense of professional responsibility through networking with other districts and professional organizations and participating in professional growth activities.
- Demonstrates positive, professional relationships with district personnel, parents and community.

SUPERVISORY RESPONSIBILITIES: This position classification requires subject matter expertise commonly associated with curriculum and instruction knowledge and skills. Directly related teaching and instruction experience is required to perform demonstration teaching, in-service training, and problem analysis using prescribed principles, methods and concepts. The position classification performs decision analysis and makes decisions of considerable consequence. The functional role of this position classification requires the application and interpretation of data, facts, procedures, and policies. The incumbent meets frequently with school administrators, teachers, internal staff and members of the community to communicate information, data, and alternative problem solutions. Responsible for appraising performance; addressing complaints and resolving problems in areas related to curriculum and instruction. Must carry out all supervisory complaints in accordance with district and state policies and applicable law.

***QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCES: Rank I plus five years of experience as a classroom teacher. Three years of experience as an administrator.

CERTIFICATES, LICENSES, REGISTRATIONS: Possession of administrative certification as required by Kentucky law.

LANGUAGE SKILLS: Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to

prescribed style and format. Ability to effectively present information to administrators, public groups/community, and board of education.

MATHEMATICAL SKILLS: Ability to work with mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

TECHNOLOGY SKILLS: Ability to use technology to support instruction; access and manipulate data; enhance professional growth and productivity; communicate and collaborate with colleges, parents, and the community; and conduct research/solve problems. Proficiency in technology skills must be demonstrated based on the performance criteria set out in the KDE teacher standards for technology.

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions; Ability to interpret and extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS and ABILITIES: Principles, goals and objectives of public education; Methods, techniques, procedures and strategies pertaining to the assessment and evaluation of the District special projects; Legal mandates, policies, regulations, and operational guidelines pertaining to the special funded programs and public school administrative processes; County, State and Federal special funding sources and the trends pertaining to grant proposal development; Research techniques, strategies and procedures. Provide specialized resource support, and the coordination of creative and innovative special funded school improvement and remedial curriculum and instructional programs; Analyze, evaluate and assess school improvement and remediation programs; Plan, organize and develop research and survey techniques; Plan, organize and participate in the evaluation and assessment of the special funded project programs and activities; Effectively serve as a resource to administrative and instructional personnel and community members concerning school improvement and remedial programs; Establish and maintain a budget planning and expenditure control procedure; Establish and maintain effective organization, community and public relationships; Communicate effectively in oral and written form; Understand and carry out oral and written directions with minimal accountability controls.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and talk or hear and sometimes walk and sit. Occasionally the employee will bend or twist at the neck more than the average person. While performing the duties of this job, the employee may occasionally push or lift up to 50 pounds such as boxes of books and

AV/VCR carts. The employee is directly responsible for safety, well-being, or work output of other people.

Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderate to loud

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.