

**COVINGTON INDEPENDENT PUBLIC SCHOOL DISTRICT
POSITION VACANCY
FOR SCHOOL YEAR 2022-2023**

POSITION: DIRECTOR OF DISTRICT-WIDE CURRICULUM and INSTRUCTION
SCHOOL/PROGRAM: DISTRICT WIDE K-12
DATE POSTED:
APPLICATION DEADLINE:

QUALIFICATIONS

- Hold a valid Kentucky Certificate for School Principal (preferred), or Elementary-Secondary Education Program Consultant or Hold a valid Kentucky certificate for Supervisor of Instruction
- Have at least 8 years of experience teaching
- Have at least five years of experience in an urban public school setting (preferred).
- Have experience working collaboratively with teachers and school administrators.

RESPONSIBLE TO: Assistant Superintendent – Learning Support and Curriculum

SUPERVISES: Title I, II and IV Federal Programs, ESS Programs, GT Programs

PERFORMANCE RESPONSIBILITIES:

- In collaboration with school principals, supervise Title 1 instructional coaches in efforts to align curriculum, instruction and assessment in Title 1 schools assist in coordination, monitoring and training of districtwide curriculum.
- Attend monthly curriculum meetings at elementary and secondary levels, attend monthly meetings with facilitators and grade level leads at both levels. Complete other curriculum duties as assigned.
- Lead in the development of and continuous revision of districtwide curriculum, assessments and instruction
- Lead Kindergarten Registration each year for the district in collaboration with schools and Head Start.
- Lead Brigance testing districtwide each year for Kindergarten.
- Assist with Me and My School for Kindergarten Readiness in district.
- Shares in responsibility for Kindergarten Readiness Collaborative each year for district.
- Early Entrance into Kindergarten and Head Start point of contact for district.

- Liaison for Footsteps to Brilliance reading program with all schools and City of Covington.
- RTA and MAF point of contact for district.
- Lead ESS districtwide; complete end of year details for state .Completes Intervention Tab requirements by KDE each year for the district
- Manages, coordinates and designs district professional development systems, applications and completion in collaboration with assigned district administrative assistant
- Manages District Media Specialists, GT Instructors, PE Teachers and Arts and Humanities Teachers in development of curriculum, professional development and evaluation of pertinent staff. Liaison for the Carnegie
- Assumes responsibility for the writing of all proposals, grants and the filling of all applications for state and federal monies.
- Plans the utilization of funds available to the schools through various federal programs.
- Consults with private schools to implement the Title I program
- Assumes responsibility for mandated Title 1 parent involvement programs.
- Supervises the ongoing evaluation of parent involvement programs in each school.
- Supervise the evaluation of Title 1 school level programs by assessing, documenting, compiling and analyzing all pertinent Title 1 data.
- Prepares, administers and maintains a budget for all federal programs through GMAP.
- Prepare the annual state report summarizing the evaluation of Title 1 programs.
- Compiles and maintains written records and reports on results of all federal projects and disseminates this information, as appropriate, to other educational institutions, lay groups, the State Department of Education, and the U. S. Office of Education
- Maintains written records and evaluation reports for accountability and monitoring purposes.
- Evaluates all federally funded projects in operation in the district on a regular basis.
- Completes District Assurances as needed for district each year
- Keeps abreast of funding legislation and opportunities for educational grants, entitlements and allocations offered
- Remains up-to-date on the changing laws and requirements regarding federal funds available to the district
- Perform other assignments assigned as may be requested by the Assistant Superintendent of Learning Support/Curriculum and the Superintendent of Schools.

JOB GOAL:

Utilize federal and state funding opportunities and federally funded district personnel to as great advantage as possible to benefit the educational excellence of the district's programs, facilities, and personnel.

CONTRACT:

235 Days

SALARY:

Based on Rank and experience
Salary Schedule – Certified Director, Level 1

APPLICATION PROCESS:

- Complete the **online** application at: <https://covschools.tedk12.com/hire>.
- **Please direct questions about the online application process to Dawn Vancini at dawn.vancini@covington.kyschools.us,**

All applications will be evaluated and screened

(65-2021-000)