

POLICY #3203
DIRECTOR OF INSTRUCTION – POSITION DESCRIPTION

IMMEDIATE SUPERVISOR: Superintendent of Schools

RESPONSIBILITIES

As a senior staff member in the Education Services Department, the director is responsible for providing leadership direction on all matters related to curriculum, educational programs and/or support for students with special needs. The director is responsible for supervision of professional and support staff in the Education Services Department. In addition to the director's key role as a member of the senior leadership team, it is essential that the director maintains close contact with the school administrators in order to support effective instructional and assessment practices and to build individual and school capacity.

The director is expected to work closely with other Directors of Instruction and other senior education staff to ensure quality service in schools throughout the district. The director is expected to participate as a member of the senior management team in the school district, and to provide expertise in meeting the board's goals.

DETAILS OF RESPONSIBILITIES

The Director of Instruction will:

1. Establish and manage a schedule for program implementation and review to ensure high quality instruction and assessment K-12.
2. Provide guidance to helping teachers and district principals so that the district's resources are supporting school improvement and overall capacity building in a highly effective manner.
3. Provide leadership in program planning, development and implementation.
4. Develop long-range plans, educational program goals and budgets, and ensure that expenditures are within budgets for accounts for which the director has jurisdiction.
5. Through a variety of means, provides leadership in the community to ensure public understanding and effective community relationships concerning education.
6. Act as a resource to school administrators in the supervision of instruction.
7. Foster supportive and creative climate in the Education Services Department, in schools and between schools and district staff.

POLICY #3203
DIRECTOR OF INSTRUCTION – POSITION DESCRIPTION

8. Work with senior district staff to review, monitor and promote district-wide initiatives and practices.
9. Perform such other duties as required by the superintendent.

Revised: 2011-05-19
1988/03