

Policy Subject	Location Code	Adoption Date
DUTIES OF DIRECTOR OF INSTRUCTION	302.3	1/11/82
	Rescinds/Amends	Adopted

REQUIREMENTS: Master's Degree with course work in curriculum and instruction.

Valid teaching certificate in Administration and Supervision.  
At least five years successful teaching and/or administrative experience.

Such alternative qualifications as the board may find appropriate and acceptable.

REPORTS TO: Superintendent of Schools

RECEIVES GUIDANCE FROM: Superintendent of Schools

JOB GOAL: To direct activities contributing to quality instruction for students through the development and improvement of the instructional staff instructional materials, and curriculum.

TERMS OF EMPLOYMENT: Twelve month year. Salary and work year to be established by the Board

EVALUATION: Annually in accordance with provisions of Administrative Personnel.

**ESSENTIAL FUNCTIONS:**

Initiates and facilitates in-service programs which relates specifically to increasing effectiveness of teaching and instructional supervision practices.

Directs, coordinates, and assists building principals in the supervision of instruction through observation, evaluations, the formulation of growth goals for staff members, termination proceedings.

Directs and coordinates the district's staff development program and assists building principals in its implementation.

Directs, coordinates, and assists principals in the recruitment, selection, and orientation of teachers and other instructional personnel.

Supervises the gifted program through the Coordination of Gifted Programs, the Chapter I Reading Program, through the reading teachers, and the library-media program through the library-media personnel .

Directs and coordinates the district's substitute teacher program.

Assists the building principals in the coordination of traveling teachers.

Facilitates the formulation of a philosophy and objectives for the instructional program .

Guides the development, implementation, and evaluation of curriculum and instruction.

Interprets the curriculum and its philosophy to the board, the administration, the staff, and the general public.

Directs the creation of and edits for publication all curriculum guides and materials prepared by and to be distributed among the instructional staff.

- Secures and distributes instructional materials, textbooks, curriculum guides, and other instructional resources for evaluation by the instructional staff as well as maintain a curriculum library lot staff use.
- Coordinates the study and evaluation and, as appropriate, recommends new instructional materials, textbooks, methods, and programs.
- Coordinates the efforts of pupil service staff and instructional service staff in improving and updating the curriculum for all levels of student talent.
- Supervises and coordinates the instructional program for state law, state accreditation, and North Central accreditation compliance.
- Directs the development of and, as appropriate, recommends the addition of new courses, grade placement of courses, credit allowed for courses, and graduation requirement.
- Coordinates summer school programs operating in the district.
- Administers vocational programs.
- Edits the portions of student and staff handbooks relating to instruction curriculum, staff development, graduation requirements, grade placement of courses, credit allowed for courses, etc.
- Coordinates recommendations of staffing levels for the instructional staff both professional and non-professional.
- Coordinates the beginning and ending time of the student day in all buildings, individual school schedules, develops the annual school calendar, and dissemination information about school schedules.
- Facilitates and coordinates the utilization of instructional television and computers.
- Responsible for the Director of Instruction's budget and assists in the development and coordination of district's instructional budget.
- Represents the district in local, state, and national meetings and organizations related to curriculum, instruction, and staff development.
- Acts as a district hearing officer for students.
- Prepares drafts of needed board policy and administrative rules and regulations for areas of responsibility.
- Supervises through the Activities Director and building principals the extracurricular program of the district and assists in its coordination.
- Performs other tasks as may be assigned.