

# Academic Programs Director

Reports To: Superintendent

**SUMMARY:** The Director of Academic Programs shall provide leadership in all District operations related to our academic programs and student achievement. In fulfilling this role, s/he shall be responsible for planning, support and assessment of programs, instructional delivery including recruitment, training, support and assessment of personnel; and generally supporting the mission of the district.

## QUALIFICATIONS:

- Masters degree in one of the following programs:
- Curriculum and Instruction (*or related discipline*)
- Educational Leadership (*or related discipline*)
- Demonstrated successful experience in classroom teaching
- Demonstrated successful experience in leading building and/or district level improvement initiatives applicable to the performance responsibilities below
- Demonstrated successful experience in utilizing and planning for effective instructional uses of technology

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Examples of key duties are interpreted as being descriptive and not restrictive in nature.

## Leadership

- Coordinates K-12 school improvement plan and district annual report.
- Coordinates District School Improvement Team efforts
- Coordinates district professional development plan.
- Coordinates ongoing research in learning and instruction.
- Coordinates administrative team efforts related to the academic programs.
- Coordinates district function related to student achievement including curriculum standards, instructional delivery systems, and assessment.
- Supports principals and staff in maintaining a positive learning/working climate in all buildings.
- Facilitates curriculum information to staff, students, parents, and community
- Assists principals and faculty in planning, developments and implementation of core curriculum.
- Leads/coordinates district curriculum study and school improvement teams.
- Coordinates all State and National testing programs and Proficiency testing (MEAP, MiAccess, MME, ACT, Work Keys, ELPA)
- Represents district on MAISD Curriculum Specialists Committee.
- Coordinates Consolidated Application for State and Federal programs (Title I, Ila, IId, 31a At-Risk)
- Coordinates district program for homeless students in cooperation with district homeless liaison
- Coordinates development, budgeting, and implementation of district technology plan
- Coordinates District Coordinated School Health Team
- Coordinates district Sex Education Advisory Board
- Coordinates Mentor/Mentee program
- Facilitates various temporary district task forces (Math, Curriculum Adoption, Writing)

#### Learning:

- Coordinates District curriculum standards, instructional delivery systems, and assessments toward achievement of the District mission.
- Supports principals, coordinators and staff in implementing and monitoring curriculum standards.
- Assures that all district technology directly or indirectly supports learning and improves efficiency.
- Assures that instructional technology focuses on connecting (District) to the learning resources beyond the classroom.
- Supports staff in implementing instructional strategies which address learning styles, modalities, and multiple intelligences.
- Coordinates staff development that promotes multiple approaches to the teaching/learning process specifically designed to personalize learning experiences for all students.
- Assists principals and staff in the differentiation of instruction.

#### Accountability:

- Coordinates multiple assessments of student achievement to promote accomplishments of the District mission.
- Monitors program assessment to assure a clear statement of goals and objectives, a description of roles and responsibilities, methods for collecting and reporting data, timeliness, and cost analyses.
- Evaluates coordinators and staff related to student achievement, and provides input to the superintendent on the evaluation of principals.
- Coordinates regular needs assessments for goal setting and planning purposes.
- Assures regular assessments of the role of technology in promoting student achievement and/or efficiency.
- Coordinates reporting for Michigan's State Accreditation process
- Monitors state reporting of demographic information impacting AYP status

#### Communications:

- Communicates District accomplishments and needs among student, community, staff, administration and Board of Education.
- Creates and presents reports as necessary.
- Supports school and community groups in gathering and disseminating curriculum and student assessment information.

#### Management:

- Assures academic program adheres to District policies and procedures.
- Provides support to various schools and community groups in developing and interpreting policies and procedures which facilitate accomplishment of the District mission.
- Manages technology support services staffing
- Monitors NCLB compliance, teacher certifications, and highly qualified status of instructional staff
- Advises superintendent on school calendar negotiations impact on the academic and professional develop program
- Monitors teacher evaluation program.

- Manages budgets for all Title 1, Title 2a, Title 2d, 31a At-Risk grants, curriculum and technology
- Advises superintendent on all academic program staffing
- Other duties as assigned by the superintendent.

**QUALIFICATIONS 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 EXPERIENCE:** Experience preferred.

- **LANGUAGE SKILLS:** Ability to read, analyze, and interpret general business periodicals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedural documents. Ability to effectively present information and respond to questions from groups, staff, parents, and the general public.
- **MATHEMATICAL SKILLS:** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.
- **REASONING ABILITY:** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- **OTHER SKILLS and ABILITIES:** Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and Board of Education policies.
- **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 regularly required to stand, walk, sit, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

#### **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 this environment is quiet to loud depending upon the activity in the particular part of the day and location.
- The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the District.