

Director of Curriculum, Instruction and Assessment

Reports To: Superintendent of Schools

Employment Status: Full Time

Qualifications:

1. State of Michigan Administrative or Superintendent Certificate.
2. Master's degree in education.
3. Experience in teaching, administration, curriculum development and continuous improvement process.
4. Valid driver's license.

General Description:

1. Lead continuous improvement efforts in the school district.
2. To provide leadership for development and implementation of the district-wide curriculum, assessment and staff development.
3. To assist the superintendent in long-range planning for the needs of the school district.
4. To assist the superintendent substantially and effectively in the task of providing leadership in developing, achieving and maintaining the best possible educational programs and services.

Essential Functions:

1. Serves in the absence of the superintendent as the chief administrative officer of the school district.
2. Assists in the scheduling, recruiting, interviewing, supervising and evaluating all professional personnel for the district.
3. Assist with professional employee relations, contract administration, grievance processing, bargaining and general labor-management relations, planning and related activities.
4. Represents the district on the District School Improvement Team and serves as a liaison to staff and administration.
5. Coordinates district-wide curriculum development, implementation and evaluation.
6. Coordinates textbook and resource selection to improve instruction and learning.
7. Coordinates the district assessment program.
8. Coordinates the district-level professional development programs and works with building school improvement teams to provide professional development at the building level.
9. Shall encourage, in cooperation with the intermediate school district, staff development programs for all district employees.
10. Coordinates the district school improvement planning process and assists building-level school improvement planning.
11. Works with citizens' groups for the improvement of the total school program.
12. Coordinates the district intervention programs.
13. Assists with communications to the district's community.
14. Assists, as assigned, in the assimilation of information necessary to complete local, state and federal reports.
15. Assists with policy manual updating.
16. Assists in preparation of budgets.
17. Acts as liaison between the district and other agencies in regards to curriculum, instruction, assessment and professional development.
18. Attends board meetings and prepares reports for the Superintendent upon request.

Other Duties and Responsibilities:

- Serves as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
- Helps instill in students the belief in and practice of ethical principles and democratic values.
- Conducts other duties related to the Director of Curriculum, Instruction and Assessment's role and responsibilities as assigned by the superintendent of schools.

Additional Working Conditions:

- Occasional exposure to blood, bodily fluids, and tissue.
- Occasional operation of a vehicle under inclement weather conditions.
- Occasional interaction among unruly individuals.
- The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the District.