**Director of Curriculum, Instruction and Assessment**

Reports To: Superintendent of Schools

Employment Status: Full Time

Qualifications:

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

General Description:

* Lead continuous improvement efforts in the school district.
* To provide leadership for development and implementation of the district-wide curriculum, assessment and staff development.
* To assist the superintendent in long-range planning for the needs of the school district.
* 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:

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