

**DIRECTOR OF INSTRUCTION/ELEMENTARY PRINCIPAL**

- QUALIFICATIONS:**
1. Ability to meet certification requirements from the State DPI
  2. Masters Degree with emphasis on curriculum and supervision
  3. A minimum of three years experiences in administration or comparable field
  4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

**REPORTS TO:** District Administrator

**SUPERVISES:** District principals in the area of curriculum. Assists in evaluating professional staff when required by policy.

**JOB GOAL:** To provide leadership in the ongoing development and improvement of the entire instructional program of the district. To utilize supervisory and administrative skills in promoting the educational development of each student.

**PERFORMANCE RESPONSIBILITIES:**

1. Guides the development, implementation, and evaluation of curriculum and instructional services;
2. Keeps informed on developments in curriculum and instruction, and furnish leadership in determining their appropriateness for inclusion in the district educational program;
3. Works with principals and teacher committees in organizing and coordinating grade level and departmental meetings in order to effect horizontal and vertical continuity and articulation of the instructional program throughout the district;
4. Directs creation of and edits for publication all curriculum guides and materials prepared by and to be distributed among the instructional staff;
5. Maintains a curriculum library for staff use;
6. Provides staff leadership to ensure understanding of and promote the educational objectives of the district;
7. Observes teachers in their classrooms upon request of principals, and offers insights for the enhancement of the teacher-learning situation;
8. Studies and evaluates, and as appropriate, recommends adoption of new instructional materials, methods, and programs, and assists in budget preparation for newly approved instructional programs as relates to instructional supplies, equipment and materials;
9. Assumes a leadership role in developing curriculum for any course newly mandated by the legislature or the Board;
10. Oversees all formal efforts of the professional staff projects of curriculum development;

11. Recommends the addition of new courses, grade placement of courses, credit allowance for courses, and graduation requirements;
12. Interprets the curriculum and its philosophy to the Board, the administration, the staff, and the general public;
13. Maintains liaison and active participation with educational leaders in curriculum and instruction at the state, regional and national levels;
14. Assists principals as requested in the evaluation of instruction;
15. Assists in the development of educational specifications for remodeling projects or new construction;
16. Evaluates and reviews the performance of principals as it relates to curriculum;
17. Shares responsibility as District Testing Coordinator for reviewing and evaluating results of district-wide testing programs and other evaluative measures used by the schools;
18. Recommends ways in which the curriculum can be adjusted to meet the special needs of exceptional children (G/T);
19. Oversees and delegates in the planning of workshops and other staff development programs to help raise the level of instructional performance;
20. Guides development, implementation, and evaluation of orientation and inservice training programs for professional personnel;
21. Works with principals in the improvement of individual staff competencies;
22. Directs and evaluates the District's testing programs;
23. Oversees the preparation of informative reports and instructional materials for the guidance of counselors, teachers, and other professionals who use group test results in performing their duties;
24. Oversees the guidance services of the district;
25. Assumes a leadership role in developing curriculum for guidance services as per standard;
26. Responsible for supervision and evaluation of the reading specialist and related programs;
27. Assists WLC principal in areas of responsibility relative to staff supervision and student discipline;
28. Performs other tasks and assumes other responsibilities within the overall scope of the position which the supervisor may assign.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.