**Executive Director of Curriculum and Instruction**

**Employee Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reports To:** Chief Academic Officer

**Dept/Campus:** Instructional Services **Paygrade:** P-8

**Wage/Hour Status:** Exempt **Revised:** May 2022

**This job description reflects management’s assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.**

**PRIMARY PURPOSE / FUNCTION:**

Provide leadership and direction for all district efforts to improve student academic performance. Evaluate and provide leadership for the overall instructional program of the district. Lead, supervise, and manage the Instructional Services department in supporting and guiding the district’s community of learners to ensure the success of all students. To provide leadership for district-wide planning and administration of state/federal programming, interpret federal and state guidelines, and recommend policies and administrative regulations. Serve as a resource to all campus personnel, support the overall functioning of the district, and oversee and provide leadership to district Title programs.

**QUALIFICATIONS:**

**Education/Certification:**

Master's degree in educational administration

Texas Principal or other appropriate Texas certificate

Certified instructional supervisor and appraiser in Texas Teacher Evaluation System

**Special Knowledge/Skills:**

Knowledge of curriculum and instruction

Ability to evaluate instructional program and teaching effectiveness

Ability to manage budget and personnel

Strong communication, public relations, and interpersonal skills

Calm and patient demeanor with students and others

Skill in the delivery of quality focused customer service

**Experience:**

Three years experience as a classroom teacher

Two years of experience in instructional leadership roles

**MAJOR RESPONSIBILITIES AND DUTIES:**

1. Oversee the development and delivery of curriculum and instructional programs that incorporate district goals and support student achievement.
2. Facilitate the alignment and development of PK-12 curriculum based upon continuing systematic review and analysis.
3. Monitor and reevaluate instructional programs on an ongoing basis using input from directors, coordinators, principals, teachers, applied research, and student data to determine effectiveness and improve outcomes. Recommend changes and adjustments where appropriate.
4. Participate in the district-level decision-making process to establish and review the district’s goals and objectives and major classroom instructional programs. Ensure the goals and objectives are developed using effective collaborative processes and problem-solving techniques.
5. Direct and manage the district testing program and requirements for grades PK-12.
6. Direct and manage the district summer and after school programs.
7. Direct and manage the district special populations programs.
8. Provide curriculum and instruction support for instructional technology to insure the effective use of technology in the teaching-learning process.
9. Direct and manage the English as a Second Language program for the district.
10. Direct and manage the development and improvement of the district Gifted/Talented and advanced academics program.
11. Provide leadership in collaborative processes to develop district wide program plans with staff, parents, and community members.
12. Monitor and complete all state/federal program plans/grants and ensure timely submission.
13. Ensure that all state/federal grant activities are collaboratively planned and appropriate for each campus and at the district level.
14. Prepare all grant-related programmatic (evaluation) reports (monthly, quarterly, and/or annually).
15. Review and approve all purchasing and contractual commitments in compliance with grant periods and allowable cost principles.
16. Develop and submit staff FTE reports for non-campus administrative staff by June 30th annually.
17. Works cooperatively with other departments, campuses and the community to ensure the provision of both a comprehensive and effective educational program.
18. Demonstrate skill in conflict resolution with administrators, parents, teachers, staff, and community.
19. Ensure district and campus instructional leaders are trained and are utilizing effective instructional leadership practices in implementing and monitoring the curriculum.
20. Apply research and district studies to improve the content, sequence, and outcome of the teaching-learning process.
21. Develop and refine a communication system which provides for a two-way flow of information between campuses and the curriculum and instruction department.
22. Review and analyze data, including student achievement data, to examine and improve the effective delivery of the instructional program.
23. Direct and manage the district Staff Development based on an effective needs assessment process and assist in planning workshops, seminars, and conferences and securing resource personnel to conduct staff development activities for district personnel.
24. Assists in the recruiting, interviewing, screening, and recommending of qualified candidates for positions in the district.
25. Model behaviors which insure the development of a district team focused on problem solving, meeting individual student needs, and continuous organizational improvement.
26. Actively support the efforts of others to achieve district goals and objectives and the campus performance objectives.
27. Implement the policies established by federal and state law, State Board of Education rule, and the local board policy.
28. Initiate and develop appropriate local board policies which will support and facilitate the Instructional Services process.
29. Monitor professional research through reading, conference attendance and other professional growth experiences and disseminate ideas and information to other professionals
30. Direct and manage the development and support of the district-wide counseling and guidance programs.
31. Develop and administer the instructional services department budget based on documented program needs and ensure the operations are cost effective and funds are managed prudently.
32. Compile, maintain, and file all reports, records, and other documents required.
33. Demonstrate/Model support for district's student management policies and expected student behavior related to instructional programs.
34. Demonstrate behavior that is professional, ethical, and responsible and serve as role model for all district staff.
35. Prepare, review, and revise job descriptions in the instructional services department.
36. Evaluate job performance of employees to ensure effectiveness and monitor the activities and routines of all departmental personnel under his/her supervision.
37. Articulate the district's mission, instructional philosophy, and curriculum implementation strategies to the community and solicit their support in realizing the mission.
38. Demonstrate awareness of district-community needs and initiate activities to meet those identified needs.
39. Ensure the necessary time, resources, materials, and technology to support accomplishment of educational goals are available.

**SUPERVISORY RESPONSIBILITIES:**

Supervise Instructional Services and Special Populations Directors, Coordinators and other staff.

**WORKING CONDITIONS:**

**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 will be made if necessary:**

**Mental Demands:**

Ability to communicate effectively (verbally and written); interpret policy, procedures, and data; coordinate district functions; maintain emotional control under stress; maintain a clear focus on customer service; ability to manage others in a non-coercive manner

**Physical Demands:**

While performing the duties of this job, the employee is regularly required to sit; stand and move throughout the facility. Duties also typically include considerable walking, standing, stooping, bending, and moderate lifting. Normal office environment as well as inside and outside duties; frequent district wide and statewide travel; occasional prolonged and irregular hours.

The foregoing statements describe the general purpose and responsibilities to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

Employee Date

Supervisor Date