

**Director of Instruction
Qualifications/Duties**

Position Title: Director of Instruction
Immediate Supervisor: Director of Schools
Work Year: 12 Months
Work Day: 7 ½ Hours (7:45 A.M. – 4:00 P.M. w/45 min. lunch)
Work Week: 37 ½ Hours
Issued Date: 10/08/01
Review Date: 05/20/11

POSITION SUMMARY

To provide administrative leadership in the development, implementation, and support of the district's administrative and instructional program. To serve as a member of the district Administrative Team. To assess district instructional needs. To communicate relevant information about the district instructional program on a local, state, and national level. To provide leadership and expertise in acquiring and implementing instructional programs. To work with appropriate personnel to develop effective strategies for integrating the teaching process with technology. To work with appropriate personnel to develop and implement staff development and training for district personnel. To advise the Director of Schools in all matters related to educational and administrative instructional program.

EDUCATION AND EXPERIENCE

- Valid Tennessee teacher license with administrative endorsement.
- Ten years successful classroom teaching experience or combination of teaching and administrative experience.
- Masters Degree or above.

QUALIFICATIONS

Demonstrate the ability to:

- Work cooperatively with district administrators, principals, and teachers,
- Maintain confidentiality of information associated with position,
- Communicate effectively in both oral and written format,
- Type at acceptable speed and accuracy levels,
- Manage large operating technology budget,
- Stay current in education trends and best practices,
- Develop and implement effective staff development activities,
- Supervise educational professionals and support staff,
- Work as a member of the Administrative Team,
- Reason and make good judgements,
- Present information effectively in verbal and written format,
- Perform the essential functions and requirements of the job, and
- Meet satisfactory health standards.

ESSENTIAL FUNCTIONS

- Act as resource person for the director of schools, other administrative personnel, and teachers in curriculum planning, coordinating instructional services of schools, and making more creative and effective use of materials for instruction.
- Directly observe classroom teachers in order to improve methods of teaching and help teachers who need assistance, with first priority to be given to non-tenure teachers.

- Assist the Director of Special Education and the Director of Federal Programs in fulfilling the program expectations.
- Serve as a member of the district Administrative Team.
- Attend School Board and Administrative Team meetings as required.
- Act as the Board's or Director of Schools representative in the absence of the Director of Schools in accordance with Board policy;
- Give assistance to teachers in locating resource materials, supplies, teaching aids, and books.
- Provide a sequence of instruction and learning from kindergarten to grade 9 at the system level.
- Provide leadership in curriculum studies and development of materials.
- Become actively involved in in-service for directors as an instructor and participant.
- Meet with school faculties to assist in curriculum planning and to work on special projects.
- Interview, recommend for employment, and provide training for substitute teachers.
- Develop and implement a plan of new teacher orientation.
- Assist principals in the areas of curriculum planning.
- Assist teachers in developing educational objectives appropriate to the student's needs and abilities.
- Attend school board and administrative team meetings and submit reports as requested by the board and director of schools.
- Assist with budget preparations in areas of responsibility as requested by the director of schools.
- Serve as a resource for all textbook selection committees
- Serve as the Career and Technical Education coordinator for the district.
- Oversee the school guidance program for the district.
- Coordinate student teaching and lab experiences with local universities for the district.
- Serve as chief negotiator and spokesperson for the board of education in matters relative to negotiations with the local education association.
- Supervise, administer and coordinate all extended contract activities.
- Plan and coordinate non school-based in-service activities for the school district.
- Assist principals with emergency planning.
- Participate in local, district, or state administrative training sessions in areas of responsibility
- Coordinate Title IX OCR compliance reports.
- Serve as "Safe Schools" grant program coordinator.
- Oversee transitional programs.
- Maintain active participation in professional organizations, seminars, and conferences related to instruction.

OTHER RESPONSIBILITIES

- Performs other work duties or responsibilities as assigned by the Director of Schools.

PHYSICAL ABILITIES

This position requires lifting of objects not to exceed 25 pounds without assistance and the wearing of a safety support belt and frequent lifting and/or carrying objects that weigh 10 pounds or more. Other physical abilities that may be required are:

- Lifting, carrying, pushing, and/or pulling.
- Climbing and/or balancing.
- Stooping, kneeling, crouching, and/or crawling.
- Reaching, handling, and/or feeling.
- Talking and/or hearing.
- Seeing.

THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK TO BE PERFORMED BY PERSON(S) ASSIGNED TO THIS POSITION.

THEY ARE NOT INTENDED TO BE A COMPLETE LIST OF RESPONSIBILITIES, DUTIES AND SKILLS REQUIRED OF PERSON(S) SO ASSIGNED.