



JOB DESCRIPTION – Director of Instruction

JOB GOAL:

To provide quality instructional programs to enhance student performance and achievement. Ensure educational programs are sustained through ongoing professional learning opportunities and approved curriculum, as well as the technology and information systems for the District.

QUALIFICATIONS:

1. Master's Degree or advanced degree from an accredited institution in Education Leadership or Curriculum & Instruction; or,
2. Currently enrolled in a program leading to a Master's or advanced degree in Educational Leadership or Curriculum & Instruction.
3. Appropriate State of Florida professional certification as required and applicable.
4. Degree and certification requirements must be met within three (3) years of hiring date.
5. Minimum of three (3) years successful teaching.
6. Must provide written references upon request from the Superintendent.

REPORTS TO:

Superintendent of Schools

SUPERVISES:

Secretary, Curriculum & Instruction
Technology Coordinator
Instructional Technology Coach
Student Information Systems Manager

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of district, state, and federal educational goals and standards.
2. Knowledge of effective school concepts, principles, and proven best practices in areas of responsibility.
3. Knowledge of principles and concepts for continuous quality improvement in education.
4. Knowledge of learning theory, program planning, curriculum development, staff development, and management of instructional programs.
5. Knowledge of statutory and regulatory requirements in areas of responsibility.
6. Ability to supervise people through good interpersonal and communication skills.
7. Ability to plan and present information to the public and staff through facilitative leadership skills.
8. Ability to balance several job functions at one time and work under a heavy workload.
9. Ability to analyze data for performance in various programs and implement action plans for improvement.
10. Ability to represent the District at state and regional functions.

PERFORMANCE RESPONSIBILITIES:

Service Delivery

1. Direct the over-all activities of planning, development, coordinating, implementing, and evaluating of assigned instructional staff and support programs.
2. Provide leadership for purposeful articulation among all instructional levels and programs (basic/special).
3. Direct and supervise the implementation of the District's Pupil Progression Plan.
4. Review and update District plans: pupil progression, professional development, reading, and code of conduct.
5. Collaborate with District staff regarding development programs to ensure that the growth opportunities are offered to employees through training, in-service, and other professional learning activities.
6. Develop, write, submit, and monitor all Carl Perkins vocational grants.
7. Process CTE final reports, assist in verifying information, and submit reports to applicable agencies.
8. Review and analyze student performance data, including state assessment test results.
9. Develop, write, and implement grants to enhance learning opportunities and improve student outcomes.
10. Serve as the District contact for all Title programs (Title I, II, IV, & V), including responsibility for the application, budget, amendments, expenditures, evaluation, and corrective actions.
11. Provide current information to schools on state-adopted instructional materials.
12. Serve as the District lead for School Improvement, Accountability, and Accreditation (when applicable).

Inter/Intra Agency Communication Delivery

13. Maintain a close working relationship with school personnel to ensure information exchange, coordination of efforts and general support for the decision-making process.
14. Report on the status of instructional programs and services at the request of the Superintendent.
15. Provide support and technical assistance to school administration in the development of master schedules.
16. Communicate with teachers and principals on legislative changes and the implementation of legislation.
17. Facilitate staff meetings and maintain good public relations with parents and community groups.
18. Assist in interpreting the programs and policies of the District to staff, students, and the community.
19. Serve as contact person for all Division of Juvenile Justice contracts.
20. Provide leadership for fostering professional growth and building of staff morale throughout the District.
21. Keep well-informed about current trends and best practices in education.
22. Promote and support professional development for self and others.

Systemic Functions

23. Review FTE each reporting period.
24. Coordinate all instructional services reporting requirements.
25. Assist the Superintendent with organizational analysis and development.
26. Supervise assigned personnel, conduct annual performance appraisals, and make recommendations.
27. Prepare instructional services action items required for school board agendas.
28. Complete of all required reports and maintain appropriate records.
29. Direct the development of the Student Code of Conduct and update it annually.
30. Perform other incidental tasks consistent with the goals and objectives of this position.

Leadership and Strategic Orientation

31. Assist the Superintendent with District-wide planning and setting District's goals and objectives.
32. Assist in the development of administrative guidelines and policies for instructional services.
33. Model and maintain high standards of professional conduct.
34. Demonstrate initiative in recognizing needs or potential for improvement and take appropriate action.
35. Facilitate problem-solving by groups or individuals.
36. Assist in the determination of locations (school centers) for instructional programs.

OTHER DUTIES & RESPONSIBILITIES:

1. Be clean, neat, and professionally dressed.
2. Consistent regular punctual attendance; timely completion of assigned duties, working assigned contract and extended days; use sick and personal leave appropriately.
3. Maintain proper care and safe use of district equipment and property.
4. Participate in required professional development as assigned or approved for professional job growth.
5. Familiar with, and incorporate, the use of technology as job responsibilities require.
6. Perform any duties and responsibilities that are within the scope of employment, as assigned by the supervisor or Superintendent of Schools, and are not prohibited by law or regulations.

PHYSICAL REQUIREMENTS:

1. Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as needed.
2. Medium to heavy work depending on the particular assignment.
3. Sit, stand, and walk for required periods of time.
4. Reach/handle objects.

TERMS OF EMPLOYMENT:

1. Salary and benefits shall be paid consistent with District’s approved compensation plan.
2. Length of the work year and hours of employment shall be those established by the District.
3. Extended hours beyond the regular school day may be required. (Compensation per district policy)

ENVIRONMENTAL DEMANDS:

1. Possible exposure to a variety of childhood and adult illnesses.
2. Possible occasional exposure to a variety of weather conditions.
3. Exposure to heated and air-conditioned ventilated facilities.
4. Possible exposure to buildings in which a variety of chemicals are used for cleaning or operation of equipment.
5. Ability to function in a workplace that is usually moderately quiet but that can be noisy at times.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the District’s policy.

ACKNOWLEDGMENT:

My signature below acknowledges receipt of my job description. It has been discussed with me, and I agree to fulfill the performance and behavior/conduct expectations contained herein.

Employee’s Name (Print)

Employee’s Signature

Date

Supervisor’s Name (Print)

Supervisor’s Signature

Date

SCHOOL BOARD APPROVED: February 8, 2022