

DeForest Area School District  
Administrative Regulation

<b>TITLE:</b>  <p style="text-align: center;"><b>DIRECTOR OF INSTRUCTION JOB DESCRIPTION</b></p>	<b>NUMBER: AR 3.3d(1e)</b>
<i>Executive Limitation: EL 3 – Treatment of Staff ( 3.3d - Job Descriptions)</i>	
<b>Recorded as Administrative Regulation:</b> <i>Established: 2/01/09                      Revisions:</i>	
<b>Origin as Board Of Education Policy:</b> <i>Established: n/a                              Revisions:</i>	

**Supervises:** All Administrators in the areas of Curriculum and Instruction, Reading Coordinator(s), Title I staff, Talent and Gifted staff, ELL, and Instructional Technology staff.

**Qualifications:** Master’s Degree in Curriculum/Supervision/Instruction (minimum); certification as a District Administrator or Director of Curriculum/Instruction. Three years of successful experience as an Administrator. Demonstrated leadership, organizational and communication skills.

**Duties and Responsibilities:**

- Assist in the formulation of the District instructional budget.
- Administer staff needs assessment and implementation of staff development programs for the professional, support and administrative staff.
- Implement K-12 Wisconsin State Academic standards.
- Coordinate activities/documentation in an effort to maintain District compliance to State and Federal Standards.
- Coordinate the development, implementation, and evaluation of curricula for the District. Act as curricular consultant to the staff.
- Support Continuous Growth Planning process at District and building levels.
- Disseminate and promote innovative and creative teaching ideas/strategies to staff based on research and best practice.
- Coordinate the development of District goals, philosophies and policies related to instruction.
- Coordinate District goal setting.
- Coordinate and conduct program evaluations and needs assessments.
- Evaluate and report the Wisconsin Student Assessment and other K-12 testing data to the BOE, along with the Director of Administrative Services.
- Coordinate ESEA consolidated grant and associated programs including Title I (Improving Basic Programs); Title IIa; Title III (ELL) and Title VI (Innovative Education Program Strategies).
- Assist and/or initiate state and/or federal grant proposals beneficial to the district.
- Administer the Professional Development System.
- Supervise Department Chairs.
- Coordinate text selection, adoption and inventory.
- Oversee the new course proposal process.
- Assist in providing for the recognition of outstanding employee performance.
- Promote articulation between school and community and foster positive home/school relationships.
- Act as a resource person for building level administrators on the staff evaluation process, as it pertains to curricular areas.
- Assist in the screening, recruitment, and appointment of personnel.
- Supervise the administration of the K-12 Summer School Program.
- Supervise Mentors.
- Chair the District Learning Improvement Team Committee.
- Perform other duties as requested by the Superintendent.