



## JOB DESCRIPTION

<b>Job Title</b>	Director of Academic Services
<b>Department</b>	Teaching & Learning
<b>Reports To</b>	Executive Director of Teaching and Learning
<b>Classification</b>	Administration
<b>Location</b>	District Office
<b>Salary</b>	On Schedule
<b>Length of Contract</b>	12 Months

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

## Job Summary

Under the supervision of the Executive Director of Teaching and Learning, the Director of Academic Services directs District wide program of study, curriculum, instruction, and professional development in order to ensure all students achieve at high levels. The Director of Academic Services also oversees the development and implementation of instructional strategies throughout the district, evaluates assigned personnel and performs related work as required.

## Essential Job Functions

- Align department goals and work with District vision and strategic plan.
- Provide instructional services to the schools and school staff.
- Leads program development, including curriculum, instructional strategies and instructional materials.
- Plans and implements professional development and training for principals, teachers and support staff.
- Oversees professional development that supports School Improvement Plans.
- Coordinates or oversees the selection of instructional materials in K-12 curriculum areas.
- Implements and directs the development of the district summer school program to include programming, staffing, and safety.
- Supervises and evaluates curriculum coordinators and other designated staff.
- Serves as a liaison with CESA's, colleges, universities, the DPI, and other agencies and organizations on curriculum and instructional strategies issues.
- Coordinates with instructional, math and literacy coaches on program and curriculum development.
- Directs the English Learners Program and supports culturally relevant instructional practices throughout the District.
- Develops and administers the academic services budget for curriculum, instruction and professional development.
- Oversees Title I, II, and III programs.

## Ancillary Job Functions

- Performs other related duties as assigned.
- Stays current in the field through professional reading, seminars, workshops, and conventions.

- Coordinates and collaborates with other directors and executive directors for various district departments.
- Attends Principals' meetings and department meetings to provide updated curriculum information as requested.
- Attends Board of Education meetings.

**Required Qualifications** – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Master's degree in Educational Administration, Educational Leadership or Curriculum and Instruction.
- Minimum of five years of related experience.

**Preferred Qualifications** – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- DPI Director of Instruction License.
- Five years of teaching experience.
- Experience in program and curriculum development in PreK-12.
- Building level administrative experience.

**Knowledge, Skills, and Abilities** – May be representative, but not all-inclusive, of those commonly associated with this position.

- Knowledge of best practices and research in curriculum, assessment, and instruction.
- Knowledge of district policies and state/national legislation regarding curriculum and instruction.
- Facilitation, presentation, interpersonal, and mediation skills.
- Ability to work successfully with teachers in the development and revision of PreK-12 curriculum.
- Ability to work with diverse curricular subject areas.
- Knowledge of program evaluation.
- Strong public speaking skills.

**Work Environment** – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal office environment and moderate noise levels.

**Physical Requirements** – The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Regularly required to talk and listen.
- Must be able to work at desk/computer for extended periods of time.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.