

EVERGREEN SCHOOL DISTRICT

DIRECTOR OF INSTRUCTIONAL SERVICES

GENERAL RESPONSIBILITIES

The Director of Instructional Services directs the district's general education programs K through 8th grades; is responsible for all district curriculum development and implementation; coordinates and recommends policy development as it relates to instruction and is responsible for policy implementation and education. The director is responsible for instructional committee augmentation and follow through; Ad Hoc counsels; district testing and evaluation programs; district state and federal projects; textbook adoption; Miller-Unruh reading program; English as a Second Language Program; district staff development and computer education programs.

The director will serve to foster high morale, positive concerns and support for the total school program among students, teachers, district employees, community members and the profession at large.

The director is directly responsible to the Deputy Superintendent and assists in the planning, direction and coordination of all instructional programs as well as performing other general administrative tasks as assigned.

SPECIFIC DUTIES AND RESPONSIBILITIES

1. Responsible for the development, implementation, and evaluation of the instructional and instructional support programs and provides assistance to principals.
2. Develops annual management objectives in accordance with the district's management philosophy and goals.
3. Interprets and assists in the formation of district policies and administrative regulations regarding all instructional matters.
4. Develops and implements school district plans designed to systematically improve the effectiveness of the instructional program services.
5. Implements a management system which results in the optimum use of school resources: human, materials, time and space.
6. Directs processes for screening, selection, procurement, and distribution of basic instructional materials and supplemental materials adopted for district-wide use.
7. Assists principals in development of individual school instructional plans which augment the district instruction plan.
8. Monitors school instruction programs and provides appropriate evaluative data to the superintendent and Deputy Superintendent.
9. Develops and monitors the Instructional Services Department and provides assistance with development of the budget for the district instructional program.
10. Supervises and evaluates Instructional Services Department certificated and classified personnel assigned to the department.
11. Assures appropriate communication within the department and with other district personnel.
12. Assists the district superintendent and deputy superintendent in all educational matters.
13. Designs and directs a progressive computer instruction program along with staff development and training.

14. Responsible for all phases of staff development which serves to augment and promote the general education program in the district.
15. Directs and evaluates the district and state testing programs.
16. Responsible for the development and implementation of curriculum development cycle and textbook adoption cycle and directs the writing, editing, publishing and implementation of curriculum bulletins, guides, courses of study, pamphlets and so forth for use by instructional staff.
17. Responsible for district-wide planning, development, and implementation of state and federally funded programs including but not limited to ECIA Chapter and Chapter II, Educationally Disadvantaged youth, School Improvement Program, and English as a Second Language.
18. Manages the Miller-Unruh reading program, reading resource teachers, music and other special instructional programs as assigned.
19. Directs the planning, developing, implementing, and monitoring the District English as a Second Language Program.
20. Communicates policies and procedures of the district curriculum programs to professional staff members of the community.
21. Prepares reports of the effectiveness of district instructional programs for the Board of Trustees and others.
22. Directs and supervises activities of Ad Hoc Committees and the Curriculum Council.
23. Performs other duties as assigned by the deputy superintendent.

QUALIFICATIONS

1. Increased responsibility and success in school administration.
2. Advanced degree in education.
3. Elementary Administrator Credential or General Administrator Credential.
4. Demonstrated leadership ability.
5. Knowledge of curriculum development, teaching, training, and methods of learning and student achievement.

220 Day Work Year
Administrative Salary Schedule
10/3/85