

ATTACHMENT NO. X-F: Curriculum Director

Potential motion: Move to approve a full time Director of Curriculum, Instruction and Assessment

Recommended action: Approve the motion.

Rationale: The Director of Curriculum, Instruction and Assessment will provide leadership and vision in the ongoing planning, implementation, development, direction, review and evaluation of the district's curriculum and instructional services, federal programs, career and technical education services, assessment, research and evaluation services.

The Director ensures that the district/school education objectives are aligned to state frameworks and to instructional practices that yield the highest standards of student achievement and instructional excellence.

The Director of Curriculum, Instruction and Assessment reports to the Superintendent and participates as a member of the Superintendent's administrative team.

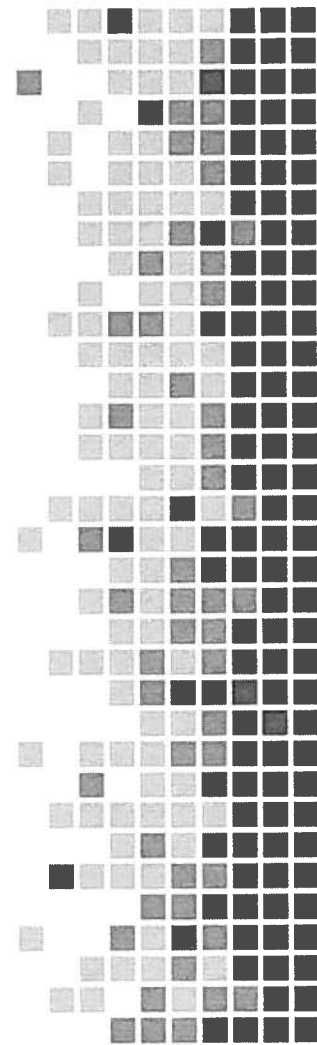
This recommendation matches the recommendation from the curriculum audit that was given to the Board of Education in October of 2018.

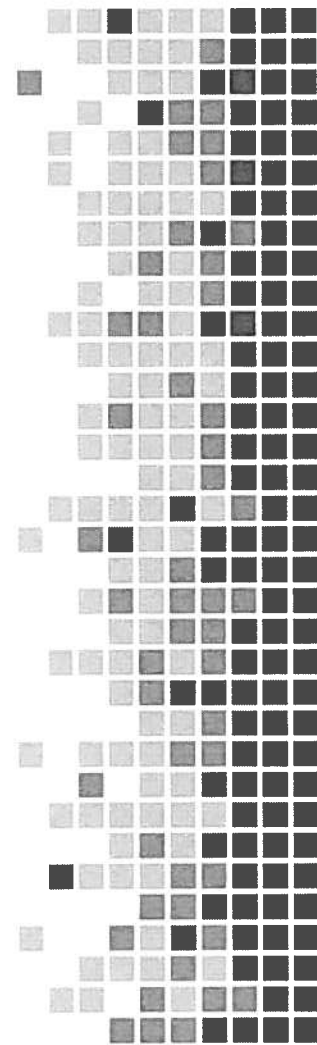
Projected Cost for the District

Approximately \$110,000 with TRS
12 month contract

Instructional Vision

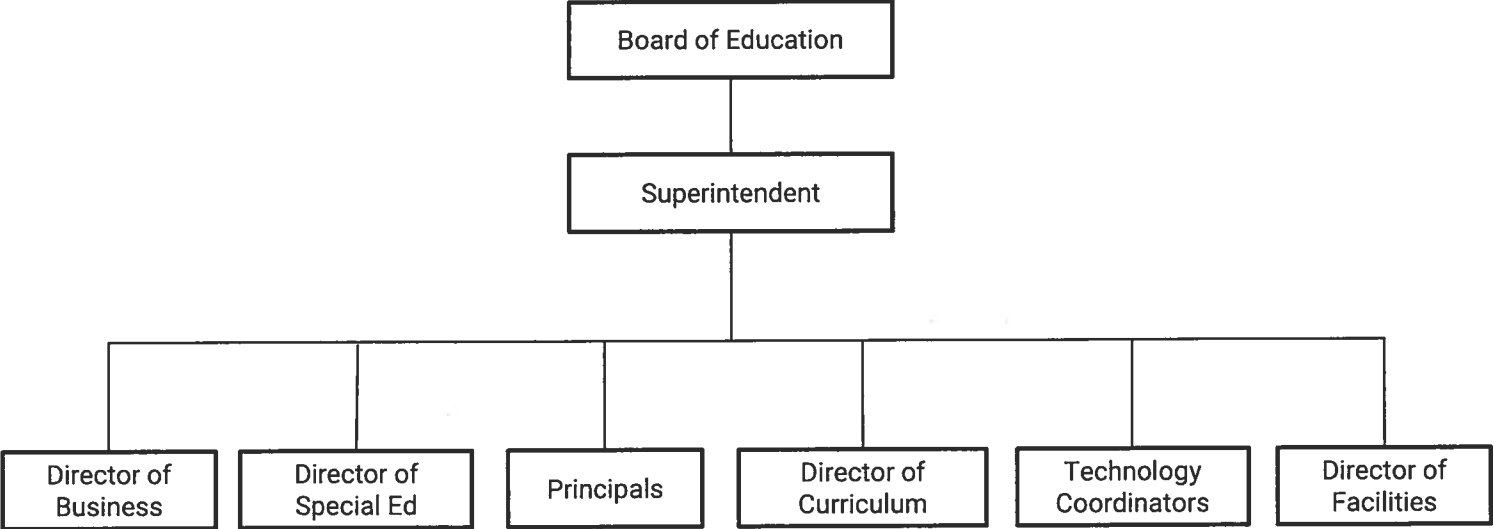
Strengthen Instructional Leadership to ensure that all subjects and grade levels are implementing curricular changes that are focused on the identified crucial standards.





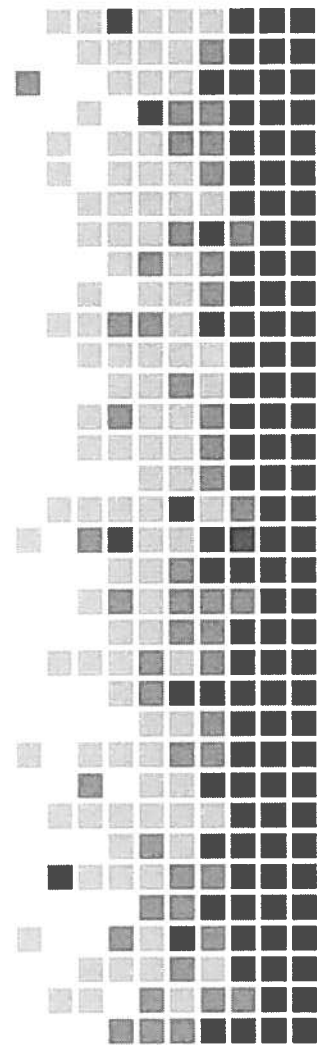
Instructional Needs

- ☐ Realigned Learning Objectives Implemented
- ☐ Differentiation Enhanced (Accelerated and MTSS)
- ☐ Professional Development and Collaboration
- ☐ Strengthen PBIS
- ☐ Curriculum Coordinator



Curriculum Director Role

- ❏ Provides leadership PK - 12 for all curriculum, instruction and assessments.
- ❏ Ensures educational objectives are aligned to our state frameworks.
- ❏ Instructional practices are maximized.
- ❏ Instructional Programs support student and district needs.



North Boone

Community Unit School District 200

JOB DESCRIPTION - ADMINISTRATIVE

Position/Title: Director of Curriculum, Instruction and Assessment

Reports to: Superintendent

Qualifications:

1. Master's Degree in Curriculum Instruction preferred
2. Illinois Type 75 Administrative Certificate preferred
3. Teaching Certificate
4. 5 years minimum successful classroom experience
5. Training and/or course work in a variety of research-based techniques/programs
6. Training in facilitating groups and working with adult learners

General Responsibilities:

The Director of Curriculum, Instruction and Assessment will provide leadership and vision in the ongoing planning, implementation, development, direction, review and evaluation of the district's curriculum and instructional services, federal programs, career and technical education services, assessment, research and evaluation services.

The Director ensures that the district/school education objectives are aligned to state frameworks and to instructional practices that yield the highest standards of student achievement and instructional excellence.

The Director of Curriculum, Instruction and Assessment reports to the Superintendent and participates as a member of the Superintendent's administrative team.

Essential Functions:

Curriculum and Instruction (K-12)

- Responsible for the development and the implementation of federal or state aid programs including but limited to Title I, Title IIA and Title IID.
- Support all aspects of district instructional and curriculum integration.
- Coordinate the development, implementation, and evaluation of the curriculum maps and guides (both district and building plans).
- Supervise the administration and analysis of all state and local testing programs within the district, including the creation of an annual district-wide assessment calendar.
- Represent the school district in meetings and conferences related to curriculum and instruction, assessment, and technology.
- Report periodically to the board on all curriculum, instruction, and assessment matters and as directed by the Superintendent.

Administrative Job Description

Director of Curriculum, Instruction and Assessment

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- Make recommendations pertaining to policy and procedure to the Superintendent.
- Coordinate and supervise the Instructional Support program for the district, including implementation of a consistent multi-tiered support system.
- Supervise and chair Curriculum Committee meetings and coordinate the development and implementation of the district's curriculum and instructional technology plans.
- Provide leadership and direction for the development, revision and continuous improvement of district curriculum.
- Support all aspects of district instructional and curricular integration of technology.
- Assist with the educational software evaluation process.
- Plan, coordinate and communicate district professional development activities.

Personnel (K-12)

- Participate in the interview and selection process of the instructional staff as appropriate.
- Participate in the supervision process of beginning teachers through classroom observations and conferences.
- Supervise and evaluate district staff, as outlined in the District Organizational Chart.
- Conduct formal and informal observations and supervision of staff.
- Counsel with principals and teachers on matters of the district-wide concerns in order to help them improve their effectiveness.
- Encourage ethical practices of teachers.
- Cooperate with administrative and supervisory personnel on the overall education program.

General (K-12)

- Recommend a budget to the Superintendent to meet the objectives of this office and operate within the budget.
- Attend and actively participate in professional association meetings and conferences at the local, county, state and national levels.
- Promote and participate in the public relations program, including the district website and web pages.
- Serve on district-wide committees as needed.
- Keep the Superintendent fully informed of significant matters pertaining to the administration of the schools and consult freely with him/her concerning such matters.
- Establish an open line of communication with the community.
- Perform any other duties assigned by the Superintendent.