

CAPE ELIZABETH SCHOOL DEPARTMENT
Job Description

TITLE: Director of Instruction Teaching and Learning

QUALIFICATIONS:

Education /Certification

- Maine Department of Education certification as Curriculum Coordinator/Instructional Supervisor or equivalent/State of Maine Administrator Certificate 078
- Minimum of Masters Degree in curriculum and instruction, educational leadership, or related field

Special Knowledge/Skills

- Successful experience working in a leadership role in education
- Working knowledge of curriculum development, professional development and assessment
- Excellent communication and collaboration skills
- Working knowledge of Maine State Learning Results and requirements of the local assessment system
- Ability to evaluate existing programs and recommend new initiatives relative to curricular and professional staff needs
- Maine teacher certification mentor trainer status desirable

REPORTS TO: Superintendent of Schools

JOB GOAL:

To facilitate the development and implementation of district-wide curricula, assessment, and procedures and staff/professional development programs that support the vision, mission, and values of the Cape Elizabeth School District

PERFORMANCE AREAS:

- **Administration/Organizational Management** – the ability to practice participatory management; possession of good organizational skills and the knowledge of effective curriculum administration and models of professional development
- **Budgeting/Program Funding** – the ability to effectively develop and manage budgets/grants that relate to texts/materials, staff development, and stipends that support the allocation of resources necessary for achieving student outcomes
- **Communications** – the ability to articulate effectively both orally and in writing, the successes and needs of the District, as they relate to improvement of student learning, with the School Board, administration, staff, students, parents, and the general public – in large and small groups and with individuals
- **Community Relations** – the ability to relate positively to the public

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- **Curriculum/Instruction** – the ability to work with staff to identify assessments, concepts and skills related to the curriculum standards adopted by the State of Maine and to contribute guidance and assistance to staff in planning and implementing curriculum utilizing appropriate instructional strategies
- **Educational Leadership** – the ability to inspire, motivate, guide and direct staff in setting and achieving the highest standards of academic achievement for the District
- **Educational Renewal** – the ability to contribute to constructive educational change and demonstrate knowledge of current practices and research in educational improvement district-wide
- **Professional Development** – the ability to contribute to the development and implementation of professional growth and staff development programs that raise both aspirations and expertise
- **Supervision/Evaluation** – the ability to supervise and evaluate staff through knowledge and the commitment to contribute to the improvement of instruction and the effectiveness of educational programs

SPECIFIC PERFORMANCE RESPONSIBILITIES MAY INCLUDE BUT ARE NOT NECESSARILY LIMITED TO:

- **Administration/Organizational Management:**
 - ✓ Assume the responsibility for development, revision, and input into the evaluation of the district's curriculum and professional development program.
 - ✓ Plan, organize, and direct implementation of district curriculum and local assessment system. [STAR, NWEA]
 - ✓ Serve as the Certification Committee Chair in accordance with the district's certification plan
 - ✓ Oversee the district's coordination of curriculum, instruction and assessment; make recommendations when building principals or School Board authorization is needed.
 - ✓ Provide leadership and coordination in collecting and using assessment data to improve student learning.
 - ✓ Work with principals and other members of the administrative team on matters related to curriculum, assessment, staff development, and budgets to support instruction.
 - ✓ Supervise the maintenance of accurate records on K-12 curriculum and related assessments.

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- ✓ Conduct committee meetings at both the district and building level as necessary for district coordination of curriculum/assessments.
- ✓ Participate in administrative meetings, negotiations, and other such meetings as may be required or appropriate.
- ✓ Coordinate per-diem work as it relates to development, implementation, and assessment of curriculum, instruction, and local assessment system.
- **Budgeting/Program Funding**
 - ✓ Prepare and submit the District-wide portion of the curriculum and professional development budgetary requests and monitor expenditures of allocated funds associated with: Improvement of Instruction, Gifted & Talented, Summer School, ELL, Extended Learning Opportunities (ELO)/Volunteer Coordinator, Professional Development, Title I, Title II, and Transition Grant.
 - ✓ Supervise the maintenance of selected grant records and reports.
 - ✓ Seek additional grant and/or funding opportunities in the area of curriculum, assessment and professional development.
- **Communications**
 - ✓ Keep the Superintendent, school administrators, and staff informed of the district's curriculum, assessment and professional development related activities and initiatives.
 - ✓ Respond to written, electronic and oral requests for information with regard to professional development, curriculum, and assessment from appropriate sources.
 - ✓ Develop plan for communicating with staff on a regular basis with regard to professional development opportunities.
 - ✓ Collaborate with administrators, department leaders, team leaders, and staff with regard to comprehensive planning in curriculum, assessment, and professional development.
- **Community Relations**
 - ✓ Act as liaison between the District and the community, interpreting curriculum, assessment and professional development related activities.
 - ✓ Maintain active relationships with students and parents to foster student achievement.
 - ✓ Garner school and community input, involvement, and support in achieving student outcomes.

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- ✓ Disseminate information related to our progress in implementing district plans and meeting district goals as related to curriculum implementation, professional development, and student achievement.

• Curriculum/Instruction

- ✓ Provide training and resources for staff in the utilization of assessment data to inform instruction.
- ✓ Work with staff at the building level with the goal of creating an ongoing cycle of implementation, review, and renewal for curriculum and assessment.
- ✓ Create articulation among grade levels within specific disciplines.
- ✓ Work with administrators and teacher leaders in an effort to continually improve curriculum and assessment articulation.
- ✓ Establish a procedure for curriculum evaluation utilizing appropriate data.
- ✓ Provide for the content specific needs of the various grade levels through a variety of resources such as various local and national curriculum organizations, local universities, consultants, other school districts, and appropriate available research.

• Educational Leadership

- ✓ Act as the District's Gifted and Talented and English Language Learner Coordinator.
- ✓ Assist in the development of Response to Intervention (RTI) Programs in Cape Elizabeth School Department.
- ✓ Provide facilitation for small groups, building staff, and district level workshops.
- ✓ Collaborate with grade level teams and departments in comprehensive curriculum, assessment and professional development planning.
- ✓ Provide leadership for district's academic achievement and related support activities.
- ✓ Execute strategies to increase academic achievement and positive school climates.
- ✓ Provide direction in the area of educational renewal and instructional practices in all aspects of K-12 education.
- ✓ Bring an imaginative approach to solving problems and be a good negotiator while working cooperatively with those holding differing views.

• Educational Renewal

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- ✓ Assume responsibility for monitoring own professional growth and development through participation in professional organizations, attendance at regional, state, and national meetings, enrollment in advanced coursework and the like.
- ✓ Keep abreast of educational changes and developments by attending appropriate meetings, reading professional journals and other publications, and discussing problems of mutual interest with others in the field.
- ✓ Assist in the organizing of district renewal efforts and strategic planning.
- ✓ Work with building principals and team leaders to design meaningful ways to monitor the implementation of the curriculum, local assessment system, and improvement of instructional strategies.

• Professional Development

- ✓ Facilitate the implementation of instructional strategies necessary for achievement of the curricular standards adopted by the State of Maine and curriculum outcomes.
- ✓ Plan and/or participate in the training of district staff as it relates to support of curriculum/assessment design and implementation.
- ✓ Facilitate dialogue at the district and building levels regarding professional development to be implemented in the district.
- ✓ Evaluate the effectiveness of the professional development program utilizing data related to student achievement and instructional improvement.

• Supervision/Evaluation

- ✓ Give evaluative input to principals; assist in the supervision of instructional staff in relation to implementation of curriculum and instructional practices.
- ✓ Observe staff and make recommendations to the District Leadership Team related to coordination of curriculum, establishing common instructional processes, and implementing a K-12 professional development plan.
- ✓ Extended Learning Opportunities [student-driven learning] Coordinator

• Other

- ✓ Serve as district's Title IX Coordinator.
- ✓ Serve as district's Homeless/McKinney-Vento Liaison.
- ✓ Perform such other tasks as may be assigned.

TERMS OF EMPLOYMENT:

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Applicable terms of the Cape Elizabeth Administrators Association agreement.

EVALUATION:

The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully handled and the extent to which yearly action plans and job goals are met. The Superintendent will perform the evaluation.

The Cape Elizabeth School Department expects that all employees will perform assigned duties diligently, professionally and efficiently and in compliance with all district policies and procedures as well as all federal and state laws.

NOTE: The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

APPROVED By the Cape Elizabeth School Board: June 11, 2013

REVISED: April 14, 2015

August 30, 2016