

GOWER SCHOOL DISTRICT 62
JOB DESCRIPTION

Job Title: **Director of Curriculum, Instruction and Student Programs**

FLSA Status: **Exempt**

Start Date: **July 1, 2026**

Benefits: **Per Employment Contract**

Pay Schedule/Salary: **Salary Range \$125,000-\$135,000**

Work Year: **12 month**

REPORTS TO: Superintendent

LOCATION: District Office

EVALUATOR: Superintendent

EVALUATION RESPONSIBILITIES: As Directed

REQUIRED TESTING/CLEARANCES: Pre-employment Physical Exam, Criminal Justice Fingerprint/Background Clearance and Sex Offender Database

CERTIFICATES & LICENSES: Valid Professional Educator License (PEL) from the Illinois State Board of Education with a General Administrative endorsement required. ESL endorsement preferred.

CONTINUING EDUCATION/TRAINING & EXPERIENCE: Successful K-8 teaching and leadership experience at the school and/or district level required. Certified by the Illinois State Board of Education to conduct Teacher Evaluations (Teacher Evaluation Modules) preferred.

FAIR LABOR STANDARDS ACT (FLSA) STATUS: Exempt

TERMS OF EMPLOYMENT: Per employment contract as determined by the Board of Education.

PURPOSE/JOB GOAL: The Director of Curriculum, Instruction and Student Programs will provide leadership, coordination, and administrative support to the district's curriculum, instruction and student programs through the development and implementation of high quality teaching and learning that is based on effective, equity-based strategies for all students in accordance with federal, state and district requirements, regulations and policies. The Director of Curriculum, Instruction and Student Programs is responsible for planning, implementing, assessing and making recommendations for improving all teaching and learning programs and will serve as a resource to school and district administrators and staff to ensure objectives of programs and services are achieved in support of school and district goals. The Director of Curriculum, Instruction and Student Programs will coordinate with and contribute to the District Leadership Team through effective collaboration and communication to plan, develop, and assess functions related to curriculum, instruction, assessment, professional development, and continuous school improvement efforts in support of the district's mission and vision.

Physical Requirements & Working Conditions: *The physical demands, work environment factors and mental functions 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 the essential functions.*

Physical Demands: While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to sit; stand; walk; use hands to handle, and reach. The employee must occasionally lift and/or move a minimum of 25 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus. Some evening and weekend work may be required.

Work Environment: In the work environment, the employee is regularly exposed to a video/computer monitor display and regularly works inside a typical interior office environment or classroom, which includes wireless access points, climate control, and typical office lighting. The noise level in the work environment is usually moderate and involves unscheduled interruptions. The employee frequently is interacting with the public and staff. The employee frequently will be required to meet multiple demands from several people and occasionally be required to meet deadlines with severe time constraints.

Mental Functions: While performing the duties of this job, the employee is required to compare, analyze, communicate, coordinate, synthesize, use interpersonal skills, compile, compute, evaluate, and negotiate.

The statements in this job description are intended to describe the general nature and level of the work to be performed by an individual assigned to this position. The statements are not an exhaustive list of all duties and responsibilities related to the position. The Key Functions and Professional Responsibilities & Expectations of the role listed are for convenience purposes only and not designed to be a fully inclusive list. The job description will be reviewed periodically as duties and responsibilities change with necessity and school board policy and procedures. Essential and marginal job functions are subject to modification.

KEY FUNCTIONS:

- **Mission, Vision, and Core Values:** An effective Director of Curriculum, Instruction and Student Programs will develop, advocate for, and enact a shared mission, vision, and core values of high-quality education and academic success and well-being of each student.
- **Ethics and Professional Norms:** An effective Director of Curriculum, Instruction and Student Programs will act ethically and according to professional norms to promote each student's academic success and well-being.
- **Equity and Cultural Responsiveness:** An effective Director of Curriculum, Instruction and Student Programs will strive for equity and educational opportunity and commit to culturally responsive practices to promote each student's academic success and well-being.
- **Curriculum, Instruction, and Assessment:** An effective Director of Curriculum, Instruction, and Student Programs will develop and support intellectually rigorous and coherent systems of curriculum, instruction, and assessment to promote each student's academic success and well-being.
- **Community of Care and Support for Students:** An effective Director of Curriculum, Instruction and Student Programs will cultivate an inclusive, caring, and supportive school community that promotes the academic success and well-being of each student.
- **Professional Capacity of School Personnel:** An effective Director of Curriculum, Instruction and Student Programs will develop the professional capacity and practice of school personnel to promote each student's academic success and well-being.
- **Professional Community for Teachers and Staff:** An effective Director of Curriculum, Instruction and Student Programs will foster a professional community of teachers and other professional staff to promote each student's academic success and well-being.

PROFESSIONAL RESPONSIBILITIES & EXPECTATIONS

Mission, Vision, and Core Values: An effective Director of Curriculum, Instruction and Student Programs develops, advocates for, and enacts a shared mission, vision, and core values of high-quality education and academic success and well-being of each student.

Specific efforts related to this key function:

- Reinforce with the staff the district vision, and provide support to staff as their roles evolve to better meet the needs of all students of all abilities in integrated environments
- Ability to research, collaborate, organize, develop and lead long-range planning
- Maintains a high level of knowledge regarding developing curriculum and instruction issues for the purpose of managing an excellent student programs
- Facilitates meetings and processes, for the purpose of implementing and maintaining effective curriculum, instruction and student programs and services in alignment with district goals and objectives
- Supporting the development and implementation of federal and state grant programs including but not limited to Title I, II, III, & IV in alignment with district mission, vision, and core values
- Coordinates with the CSBO in the development and management of the budget in support of student programs including district technology

- Coordinates with District Administrators to implement and monitor activities that result in receipt and disbursement of federal, State, and local grant monies
- Contribute to the Administrative Leadership Team through effective collaboration and sharing of issues, concerns, and strategies for continuous improvement
- Performs other duties as assigned by the Superintendent

Ethics and Professional Norms: An effective Director of Curriculum, Instruction and Student Programs acts ethically and according to professional norms to promote each student's academic success and well-being.

Specific efforts related to this key function:

- Effective written, verbal, communication, and problem solving skills
- Ability to make independent judgments and provide clear communication and justification to direct reports/evaluator
- Ability to keep and maintain accurate complete, and legible Student Services Records as required by law, district policy, and administrative regulations and to meet deadlines
- Ensure that all student services, programs, policies, and practices are in compliance with applicable federal, state and local statutes, rules, regulations and policies and promote equity-based practices
- Follow adopted school district philosophy, policies, and administrative procedures
- Maintains the confidentiality of information
- Communicate concerns and ideas with colleagues, teachers, students, parents, and community in a professional and ethical manner
- Maintain professional competence and represent the school district at state/local networks

Equity and Cultural Responsiveness: An effective Director of Curriculum, Instruction and Student Programs strives for equity and educational opportunity and culturally responsive practices to promote each student's academic success and well-being.

Specific efforts related to this key function:

- Ability to collaborate with families and community members of diverse cultural and educational backgrounds
- Ensure the growth and achievement of all learners regardless of diverse backgrounds (e.g. ability, race, economic status, language) by delivering services in an integrated model
- Ensures that all practices in the district are legal and ethical for each student/family so that each child has the opportunity to achieve at a high level and be prepared for post-secondary success
- Coordinate interpreters for conferences and parent meetings as needed
- Ensures Assessment Accommodations for applicable state testing (ACCESS and IAR)
- Collaborate with School Administrators and Leadership Teams to ensure the effective and successful implementation of MTSS; co-lead the MTSS Program Evaluation with the Director of Special Education and Student Services
- Provide support to District Administrators to ensure alignment across Student Programs and Services (e.g. English Learners, Accelerated Track, McKinney-Vento)

Curriculum, Instruction, and Assessment: An effective Director of Curriculum, Instruction and Student Programs develops and supports intellectually rigorous and coherent systems of curriculum, instruction, and assessment to promote each student's academic success and well-being.

Specific efforts related to this key function:

- Deep knowledge of and demonstrated ability to work collaboratively to support curriculum, instruction, and assessment
- Knowledge of organizational systems, the role of public education in the United States, equity and culturally relevant practices, and relevant laws, policies, and practices

- Maintain an awareness of trends, issues, and research in curriculum, instruction, and assessment; and make recommendations for adjustments in the district's educational program
- Co-lead with school and district administrators to ensure effective classroom practices to meet the needs of all learners (i.e. integrate current best practice and research-based instructional strategies to educate diverse learners)
- Lead data-driven processes to drive inclusive practices and improvement in achievement for all students
- Analyze, coordinate and determines needs of student programs in compliance with ESSA legislation, federal, state and district requirements
- Purchase curricular materials, assessments, and technology equipment to meet the needs of the teachers and students; maintain technology replacement cycle for staff and students
- Ensure completion and submission of the Title I, II, III, and IV grants and grant periodic reports and assist in state reporting; coordinate efforts with Hinsdale 86 and Private School within District's boundaries
- Coordinate with Director of Special Education and Student Services to ensure state testing accommodations and ordering of materials are completed and ready for schools
- Lead program evaluations in a consistent manner across all grade levels, subject areas, and programs to ensure teacher voice, review of program effectiveness, and recommendations that include best practices and research to meet the needs of all students
- Provide leadership and support for District Specialists and Committee Chairs to ensure teacher voice and development of teacher leaders.
- Assist in the collection and analysis of data in an effort to identify program and instructional strengths, weaknesses, and program improvements

Community of Care and Support for Students: An effective Director of Curriculum, Instruction and Student Programs cultivates an inclusive, caring, and supportive school community that promotes the academic success and well-being of each student.

Specific efforts related to this key function:

- Ability to communicate with all school and community stakeholders
- Support Principals and Assistant Principals to promote a positive, caring learning environment for all; support their school improvement plans to increase student growth and achievement
- Provide leadership support for the English Learner Program, the Accelerated Track Program, and all Gower Curricular Programs and Committees
- Provide leadership support for the Innovation and STEM to increase opportunities for student learning and engagement (i.e. STEM classes, Science Olympiad, Science Showcase/STEM Night, Regional Science Fair, and West Suburban Consortium of Academic Excellence events)
- Provide leadership support for district-wide events such as Multicultural Night or other school based events
- Provide leadership support for the Capturing Kids' Hearts Process district-wide
- Coordinate, plan, and co-lead all Summer Programs with the Director of Special Education and Student Services
- Collaborate with the Director of Special Education and Student Services to ensure that a full continuum of program and services is available to support the achievement of students with disabilities
- Provide leadership for student data privacy and maintain SOPPA agreements for the District; coordinate efforts with Engaged Learning Specialists to ensure the teaching and learning of cyber safety, student data privacy, and digital citizenship

Professional Capacity of School Personnel: An effective Director of Curriculum, Instruction and Student Programs develops the professional capacity and practice of school personnel to promote each student's academic success and well-being.

Specific efforts related to this key function:

- Demonstrated ability to plan, lead, and assess professional development and school improvement efforts

- Provide feedback to Reading and Math Specialists and Interventionists to support and develop their professional practice
- Assist school and district administrators in recruitment, selection and recommendation for hiring of personnel including partnering with universities to host student teachers
- Ensure that staff maintains knowledge commensurate with Federal and State laws and best practice
- Engages in professional growth activities to enhance job performance and/or meet changing job requirements
- Facilitate and train staff as it relates to current trends in curriculum and instruction and provide staff development training throughout the school year
- Provide support for new teachers and lead the district New Teacher Orientation and Teacher Mentoring Program
- Provide opportunities to develop the talent and leadership skills of teachers and building administrators

Professional Community for Teachers and Staff: An effective Director of Curriculum, Instruction and Student Programs fosters a professional community of teachers and other professional staff to promote each student's academic success and well-being.

Specific efforts related to this key function:

- Ability to manage personnel and programs
- Ability to work collaboratively with diverse groups
- Coordinates with outside agencies to provide services to students and staff, for the purpose of offering appropriate services and/or training purposes
- Serves as liaison between building principals and related staff to evaluate the effectiveness of student programs
- Communicates with parents, teachers, related service providers, and administrators to provide students with the services they need to access the curriculum
- Coordinates district-wide staff development activities during the school year and summer opportunities; and assists individual schools in the planning of staff development activities that support district and school objectives
- Completes and maintains all ROE and ISBE requirements to be an approved Professional Development provider and ensures that the district is compliant with all required trainings
- Develops the annual calendar for school-based faculty meeting focus and specific professional development/required trainings
- Serves as the District's Title IX and Complaint Manager
- Develops the annual calendar for Gower Professional Development and Committee meetings

Gower School District 62 has reviewed this position description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and Gower School District 62 reserves the right to change this position description and/or assigned tasks for the employee to perform as Gower School District 62 may deem appropriate.