

## **Wyandotte Public Schools Job Description**

<b>Title:</b>	Director of Curriculum and Instruction
<b>Reports to:</b>	Superintendent
<b>Summary:</b>	The Director of Curriculum and Instruction shall be responsible for the cooperative working relationship among building principals, department heads and such instructional and curriculum committees as are necessary to establish a well-coordinated program of education from kindergarten through grade twelve.

### **Responsibilities and Essential Duties:**

The Director of Curriculum and Instruction should exercise specific leadership in the following designated areas:

1. Initiate kindergarten through grade twelve leadership for curriculum planning, development and implementation.
2. Administer, coordinate and supervise the instructional program in all schools, by cooperatively working with the principal and faculty of each building.
3. Assist in the development of the annual budget by preparing the curriculum and instruction portion of the budget, including Title II.
4. Approve the selection of instructional materials and textbooks through proper channels as a cooperative committee procedure at all levels.
5. Keep the curriculum and instruction programs up to date with particular emphasis on evaluating new developments in instruction.
6. Develop and initiate evaluation procedure for educational programs.
7. Supervise and coordinate a program of in-service training for experienced teachers.
8. Coordinate SCECH for the district.
9. Lead the District PD Advisory Board.
10. Oversee teacher leadership opportunities.
11. Supervise and evaluate instructional coaches and interventionists.
12. Develop and lead the District MICIP process.
13. Direct the use and distribution of instructional equipment and materials for the total district.
14. Prepare and submit reports to the Superintendent and the School Board relating to the progress and accomplishments in curriculum and instruction development programs.
15. Attend Board meetings and other meetings as requested by the Superintendent.
16. Supervise and coordinate district assessment program.
17. Track assessment data for growth and proficiency.
18. Keep informed on the latest research, trends and developments in all areas of education and interpret for staff as necessary.
19. Upon request of principals, observe teachers in their classrooms and offer insights for the enhancement of effective instruction.
20. Other duties as assigned.

**Qualifications:**

- Minimum of a Master's Degree from an accredited college/university
- Administrative Certification required, Central Office endorsement preferred
- Current Michigan State Teaching License
- Minimum ten years teaching and or leading experience combined
- Experience providing curriculum and support to teachers and leaders
- Experience leading district initiatives such as instructional materials implementations
- Strong working knowledge of Common Core State Standards
- Demonstrate the ability to manage, provide leadership and facilitate cooperation with teachers and administrators
- High level of interpersonal and communication skills.
- Ability to manage multiple tasks and prioritize appropriately.
- Ability to monitor, evaluate, and ensure integrity of program core instructional materials implementation.
- Must possess exemplary training, experience and attributes for the responsibilities and essential duties.

**Terms of Employment:** This is a 11-month position. Salary and benefits to be approved by the City of Wyandotte Board of Education.

*In compliance with Federal & State Equal Employment Opportunity Laws, qualified applicants are considered for this position without regard to race, color, religion, national origin or ancestry, sex, age, height, weight, marital status, genetic information, or the presence of a non-job-related medical condition or handicap.*