

Chippewa Local School District
JOB DESCRIPTION: Director of Instruction

MINIMUM QUALIFICATIONS:

- Prefer Masters Degree in Curriculum, Instruction or Administration or evidence a license is attainable in the near future.
- Excellent oral and written communication skills and excellent organization skills.
- Extensive background in curriculum alignment to increase student achievement.
- Ability to communicate easily with a wide range of people, and coordinate budgets.
- Demonstrate expertise in designing professional development for instructional staff.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, drug screen, etc...)
- Documentation of a clear criminal record.

BUILDING / FACILITY: District
REPORTS TO: Superintendent
EMPLOYMENT STATUS: Full Time 220 Day Multi Year Contract
CEA STATUS: Exempt
DESCRIPTION: Responsible for overseeing the district curriculum and instruction.

MAJOR RESPONSIBILITIES: *The below lists are not ranked in order of importance.*

- Oversee the ordering, organization and implementation of ODE mandated testing for the district.
- Coordinate professional development for all instructional staff.
- Ability to research, write and coordinate educational and district related grants.
- Responsible to coordinate and maintain all Federal Title Grants.
- Notify teachers and instructional aides of requirements to maintain their license.
- Purchase all instructional materials to support teacher instruction.
- Maintain current inventories of all instructional equipment and supplies.
- Develop and implement rules and regulations governing state and local testing.
- Ensure teacher receive a staff handbook prior to each school year.
- Supervise and evaluate teachers in cooperation with the school principal.
- Issue purchase orders on approved purchase requisitions.
- Maintain an up-to-date budget account for professional development, classroom books and instructional materials.
- Align instructional system to increase student achievement.
- Organize and supervise an instructional awards night in conjunction with the principals.
- Attend staff, ESC, and local instructional and state testing meetings as required.
- Prepare written reports when required.
- Interact with the public in an official capacity as an instructional leader.
- Coordinate, administer, and maintain new teacher orientation and professional development days.
- Serve on district LPDC as an administrator.
- Maintain respect at all times for confidential information, e.g., student files, teacher files and licenses. .
- Promote good public relations by personal appearance, attitude, and conversation.
- Attend BOE meetings and prepare monthly updates.
- Maintain an up to date website with instructional support, information and resources.
- Maintain files of applications, background checks, and certifications for all current and potential staffing needs.
- Complete all other duties assigned by superintendent.

OTHER DUTIES AND RESPONSIBILITIES

- Counsel, advise, and encourage students..
- Respond to routine questions and requests in an appropriate manner.
- Serve as a role model for students conducting themselves as citizens and as responsible, intelligent human being.
- Instill in students the belief in and practice of ethical principles and democratic values.

Additional working conditions:

- Occasional travel and operation of a vehicle under inclement weather conditions;
- Frequent requirement to sit, stand and travel.
- Occasional exposure to inclement weather conditions and public communication;
- Evening/weekend work.
- Ability to lift 50 pounds.

Terms of Employment:

Salary, work year, and terms and conditions of employment are determined by the Chippewa Board of Education in compliance with policy.

Evaluation:

Performance of this position will be evaluated by the Superintendent/Designee in compliance with Chippewa Board Policy and State of Ohio.

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the individual. The **Director of Instruction** will be required to follow the instructions and perform the duties required by the Superintendent and/or appointing authority.