

Wilmette Public Schools #39

Job Description

Assistant Director for Curriculum and Instruction

GENERAL INFORMATION

Title:	Assistant Director for C&I	Department:	C&I
Work Year:	11 Month	Category:	Administration
Work Hours:	8 Hours/Day	Union:	N/A
FLSA Status:	Exempt	Reports to:	Assistant Superintendent for C&I
Required Endorsement:	<i>Must hold an IL Professional Educator License (PEL) with endorsement in administration.</i>		

DESCRIPTION

To support the Assistant Superintendent for C&I with administrative functions as assigned by the Assistant Superintendent for C&I. The Assistant Director for C&I is an administrative position and is not part of a collective bargaining agreement.

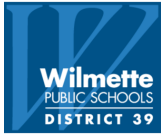
QUALIFICATIONS

Education, Experience, and Licensure (required and preferred)

1. Illinois State Board of Education Professional Educator Licensure appropriate to assignment
2. Ability to understand and carry out oral and written directions
3. Ability to exercise sound judgment in making decision regarding the safety and welfare of students
4. Ability to perform assigned duties and tasks with a minimum of direction
5. Ability to maintain effective public, student and co-worker relationships
6. Ability to physically move about the district buildings and grounds
7. Ability to speak, write, read, and understand English
8. Ability to handle all district information with confidentiality

Competencies (Knowledge, Skills and Abilities)

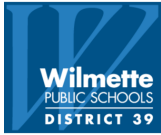
1. Knowledge of evidence-based academic, behavioral, and social-emotional inclusive practices to differentiate and scaffold learning to support students with diverse needs and backgrounds
2. Ability to use data to make informed decisions
3. Skills in effective communication, active listening, interpersonal, and team facilitation skills
4. Skills in leveraging technology tools and platforms to support teaching and learning



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ESSENTIAL FUNCTIONS

1. Assist the Assistant Superintendent for C&I in directing the long-term planning of the educational program and operations of the school system in order to provide for the future educational needs of the community.
2. Provide professional learning in education throughout the school system, and study, keep informed of and stimulate interest of staff in new developments in education.
3. Assist the Assistant Superintendent for C&I presentations for the community to educate them about new initiatives and programming.
4. Support in coordinating and implementing the District's professional learning. Assist with planning and implementing a program for new teachers. Approve curriculum summer writing projects.
5. Accumulate and disseminate information on new developments in education.
6. Guide research activities and generally oversee all research projects.
7. Assist in the development of statements of educational policies and procedures.
8. Assist in the development of and monitoring all Curriculum & Instruction-related district budgets including Professional Development.
9. Approve the purchase of instructional materials, equipment, and supplies.
10. Assist in establishing rules and regulations needed for the direction of staff and students.
11. Aid in the development of the District's instructional policies related to curriculum development, reporting to parents, and testing. Oversee, update, and monitor Progress Reporting System.
12. Support in the coordination of the district assessment program. Analyze all assessment data and interpret for trends related to student growth, curriculum alignment and instructional implications.
13. Ensure that all necessary records are kept and reports are made pertaining to pupils, as required by the Board of Education and the State Board of Education; and designate specific responsibility for such records and reports. Assist in writing, implement, and monitor grants such as Title I and Title IIA.
14. Chair curriculum review committees, as assigned, to ensure curriculum maps are updated on a specified schedule. Serve as a liaison for District 39 and New Trier High School regarding curriculum matters. Serve on additional staff or lay committees as the Assistant Superintendent for C&I may direct.
15. Coordinate with the technology and student services departments regarding curriculum and professional learning matters.
16. Attend all meetings of the Administrative Council.
17. Assist in the recruitment, interviewing and assignment of staff assigned to this position. Review applications and determine selection of staff for stipend positions.
18. Perform such other duties and assume such other responsibilities as may be assigned by the Superintendent of Schools.



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PHYSICAL DEMANDS & WORK ENVIRONMENT

While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk, hear, and see. The employee must be able to navigate the school setting while supervising children. The employee frequently is required to use hands to handle or feel materials. The employee must occasionally lift and/or move up to 30 pounds.

In the work environment, the employee is regularly exposed to video display and regularly works in office environmental conditions. The employee is occasionally exposed to outdoor weather conditions and occasionally works with the use of a personal vehicle. The employee will have contact with the public which requires appropriate demeanor and apparel. The noise level in the work environment is usually moderate.

The physical demands and work environment described 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.

REVIEWED/REVISED:

The statements in this job description are intended to describe the general nature and level of the work to be performed by (an) individual(s) assigned to this position. They are not an exhaustive list of all duties and responsibilities related to the position. This job description will be reviewed periodically as duties and responsibilities change with the business necessity and School Board Policy and procedures. Essential and marginal job functions are subject to modification.