

**Monticello Public Schools  
ISD #882  
JOB DESCRIPTION**

**Position Title: Director of Curriculum,  
Instruction and Assessment**

**Department: Curriculum, Instruction and  
Assessment**

**Exempt Status: Exempt**

**Reports To: Superintendent of Schools**

**Date: December 13, 2016**

**Approval: Assistant Superintendent**

**JOB SUMMARY:** Provides leadership, coordination and facilitation in the development and implementation of K-12 curriculum and instructional programs. As District Assessment Coordinator, plans and coordinates all K-12 district level standardized testing, assessment and evaluation as required by federal, state or local mandates. Plans, coordinates, implements and evaluates the Reading Specialists and the Title, English Learners and Gifted and Talented programs. Develops, directs, evaluates and administers procedures, programs, budgets, staffing and staff development as related to the above programs/services and advises the Superintendent on matters regarding Instructional Programs district wide.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

30% Instructional Leadership

- A. Directs teams in the development of research-based systems of curriculum, instruction, assessment and interventions that meet the academic and behavioral needs for all students in responsive ways that aligns academic programming to current academic standards.
- B. Directs and provides leadership for curriculum resource adoptions, including designing staff development for helping staff gain skills and competencies relative to curricular changes.
- C. Updates and oversees the implementation of the district's World's Best Workforce plan.
- D. Collaborates with District administrators, building administrators, classroom teachers and special education staff to implement and support programs and services which are aligned to the District's core curriculum.
- E. Provides leadership for the development and continuous improvement of curriculum, instruction and assessments for all programs in the district.
- F. Facilitates and leads a District Advisory Committee.
- G. Serves as a curriculum resource to teachers and principals.
- H. Coordinates district teacher meetings as they relate to curriculum and instruction.
- I. Supervises the K-12 standards review, development, program evaluation and articulation.
- J. Evaluates District Core Curriculum programs and monitors the implementation and compliance of those programs as well as ensuring that they are integrated with the District Improvement Plan.

- K. Recommends policies, programs and procedures essential to the needs of children, ensuring adherence to federal, state and local rules and regulations.
- L. Maintains communication with parents and staff relative to curriculum and assessment implementation.
- M. Researches best practices in instructional leadership and disseminates information to administrative staff.
- N. Directly assists staff with issues of curriculum and instruction.
- O. Oversees the development of common assessment practices and pacing for teachers with common curriculums.
- P. Oversees the development of course outlines for newly approved courses and programs
- Q. Oversees the training and/or facilitates training of certified staff in the use of curriculum materials to improve work efficiency and effectiveness by applying the instructional techniques needed to achieve academic success.

30% Implement Accountability Measures for Student Achievement

- A. Directs systems for collecting and analyzing data, by grade or content, building and district in order to recommend services or program modifications.
- B. Interprets and communicates district-wide assessment results to Board, staff and community.
- C. Creates systems for collecting and analyzing data, by classroom, building and the district in order to recommend services or programs be modified, continued or removed; works closely with Director of Technology and building administrators.
- D. Serves as District Assessment Coordinator.
- E. Directs and oversees the processes assessment and testing for the district.
- F. Analyzes program information/data and prepares documentation to report to the Minnesota Department of Education for the purpose of providing written support, conveying information and complying with federal and state regulations.
- G. Assists district personnel in the utilization of the data warehouse software and the development of data-driven decisions to improve student performance.
- H. Oversees and leads the District Assessment Committee.

25% Supervises and leads the District's Title I, II, II, English Learners, Gifted and Talented and American Indian programs.

- A. Works with building principals to ensure effective and efficient delivery of these programs at the site level, including nonpublic schools for Title I, II and III funding.
- B. Coordinates and leads American Indian education.
- C. Implements, analyzes and oversees Federal Title I, II and III programs.
- D. Coordinates and leads Gifted and Talented programming by ensuring that services for all learners are appropriate.
- E. Coordinates and leads English Learner programming by ensuring that services are appropriate for population.

10% Professional Development

- A. Oversees and leads the District Staff Development Committee.

- B. Attends meetings, training sessions, conferences, district and departmental meetings, board meetings in-services, as needed.
- C. Keeps current with trends, issues and educational technologies.
- D. Maintains active memberships in professional organizations.
- E. Serves on District committees and work groups, as requested.

5% Supervises Staff

- A. Maintains processes and systems that result in recruitment, induction, support, evaluation, development and retention of high-performing staff.
- B. Provides leadership in development, implementation and reporting of the outcomes of the district staff development evaluation model.
- C. Makes recommendations to the Superintendent regarding hiring, renewal or non-renewal of contracts.

Performs other duties as assigned or requested.

## **WORK REQUIREMENTS AND CHARACTERISTICS:**

### **Education/Certification Requirement:**

- Master's Degree in the field of education.
- Teaching license issued by the Minnesota Department of Education.
- Administrative K-12 school principal license issued by the Minnesota Department of Education, preferred.
- Valid Minnesota driver's license.

### **Experience:**

- Five years of successful teaching experience in Education.
- Administrative experience preferred, but not required.

### **Essential Skills Required to Perform the Work:**

- Effective decision making skills while acting within the district policies, procedures and guidelines.
- Ability to work with and supervise individuals with a variety of styles and personalities.
- Ability to use discretion and exercise sound judgment.
- Knowledge of budgeting process.
- Ability to encourage collaboration with other schools and programs within the district.
- Knowledge and understanding of district and board policies.
- Ability to demonstrate professionalism and ethical practices.
- Knowledgeable about best practice in curriculum and instruction as well as emerging practices.
- Ability to use district policy, procedure, state and federal laws in making decisions.
- Strong leadership and time management skills.
- Knowledge of district administrative policies and procedures.
- Ability to manage multiple projects simultaneously.
- Ability to provide courteous customer service relations.

- Ability to project a positive, cooperative and respectful attitude with students, parents, administration, employees and community members.
- Ability to communicate effectively, both verbally and in writing, with students, parents, teachers, administrators, community and staff.
- Proficiency regarding use of productivity software, financial systems, modern office equipment.
- Ability to plan and present to large and small groups.
- Ability to analyze, interpret, compare and present data using a wide range of mediums.
- Knowledge of Minnesota Academic Standards, federal Title programs and ESSA mandates
- Ability to exercise confidentiality in handling district information.

**Machines, Tools, Equipment, Electronic Devices, and Software Required:**

- Operates office equipment including computer, printer, copy machine and phone system.
- Utilizes a variety of office and student support software applications including word processing, spreadsheet, email and presentation software.
- Uses email to receive district communication.

**Supervision of Other Employees:**

- Position has indirect supervisory responsibility for any licensed or non-licensed staff members working on curriculum or programs.

**Physical Job Requirements:**

- Position involves frequent sitting, standing and walking.
- Position involves listening, speaking clearly and visual acuity.
- Position involves lifting up to 25 pounds.
- Position involves frequent repetitive motion on keyboard.

**Mental Job Requirements:**

- Position involves setting priorities and meeting frequent deadlines.
- Position involves responding to multiple and sometimes simultaneous requests.
- Position involves need for accuracy and detailed work on a regular basis.
- Position involves executing multiple tasks while dealing with frequent interruptions and prioritizing job tasks.
- Position requires analyzing and interpreting data, managing resources and evaluating the performance of others.
- Position requires understanding federal and state rules and regulations and applying those to local policies, guidance and procedures.
- Position requires analyzing, problem solving and mediating challenging and complex situations with staff, parents and community members.
- Position involves exercising confidentiality in handling School District information.
- Position requires handling constantly changing priorities, deadlines and resolving conflict.
- Position requires making high level decisions, recommending and interpreting policy, working with a variety of personality styles and delegating successfully.
- Position requires visualizing outcomes and conclusions, analyzing and interpreting data, conducting research, managing resources and evaluating the performance of others.

**Working Conditions:**

- The majority of the work is performed in normal office conditions.
- Position involves frequent travel to buildings within the district, as well as out of district meetings.
- Other travel may be required.
- Attendance at evening/weekend events may be required.

**Job Outcomes:**

- Projects a positive, cooperative and respectful attitude with students, parents, employees and community members.
- Ensures daily office/school operation runs efficiently and smoothly.
- Maintains confidentiality, security, and accuracy regarding all students' records.
- Supports students and staff by providing services that support the educational activities and programs to promote that students reach their full potential academically, emotionally, physically and socially.
- Contributes to the effective and efficient operation of the school department.
- Compliance is achieved with federal, state, local rules and regulations.
- Data is used to focus on student, school, and district achievement, including teacher effectiveness.
- Collaboration occurs with agencies, state and local, including institutes of higher education in order to achieve District goals.

***This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.***