



Position Description

The School District of Monroe

- JOB TITLE:** Director of Curriculum and Instruction
- CLASSIFICATION:** Administration
- JOB OBJECTIVE:** Oversee, direct and evaluate the K-12 learning in the district. Provide leadership in the development and review of curriculum to meet Board and District goals.
- REPORTS TO:** District Administrator
- QUALIFICATIONS:** Wisconsin DPI Administrator certification. Master's degree in Curriculum and Instruction or related degree from a recognized institution. Technology and social media skills appropriate to a managerial position.
- ESSENTIAL DUTIES:**
- Develop and manage the district curriculum and instructional programming
 - Recommend policies and initiatives to the Board and Administration to comply with state and federal legislation, administrative requirements, and local budget restraints
 - Initiate and maintain ongoing research in student achievement
 - Coordinate and approve all curriculum writing with the cooperation of appropriate District administrative personnel
 - Develop and coordinate the ESEA (i.e. Title I, II, III, and IV) federal grant program/application process
 - Develop and coordinate the Carl Perkins grant
 - Oversee and administer ELL program
 - Oversee and administer the Gifted and Talented program
 - Oversee and administer the District LMC's and their personnel
 - Oversee and administer the District Audio Visual department and its personnel
 - Construct, gain approval, and administer budgets for District testing and assessment, ESEA federal grants, summer school, and textbook and software acquisitions
 - Supervise and direct building principals in the evaluation and improvement of instructional staff

- Plan, organize and supervise the summer school program in conjunction with summer school coordinator
- Plan, organize and direct District staff professional development and in-service training programs
- Manage the process for courses of study, curriculum guides, etc. for all grade levels in the District
- Oversee school personnel in the development of a district-wide assessment and testing program
- Advise the District Administrator on the current status of learning and instruction activities. Prepare reports and presentations for Board and other disseminations
- Serve as a positive adult role model during interactions with students

ADDITIONAL DUTIES:

- Additional duties as deemed appropriate at the sole discretion of the District Administrator
- Maintain a current knowledge base through business networks, educational workshops and professional publications

Essential duties are those duties and functions considered essential to the performance of the identified position. Additional duties are those duties considered secondary to the position's overall purpose. This position description is illustrative and does not necessarily specify all tasks and duties of this position. The Administration of the School District of Monroe reserves the right to change this position description at its sole discretion at any time.

REVISED: May, 2020