

# UNION TOWNSHIP PUBLIC SCHOOLS

## Job Description

**TITLE:** ACTING DIRECTOR OF CURRICULUM, INSTRUCTION, AND ASSESSMENT

**QUALIFICATIONS:**

1. School Administrator Certificate, Principal Certificate, or Certificate of Eligibility
2. Master's - Educational Administration
3. Three Years Experience in Educational Administration
4. Such alternatives to the above qualifications as the board may find appropriate and acceptable.

**REPORTS TO:** Assistant Superintendent of Schools

**SUPERVISES:** Content Area Supervisors

**JOB GOAL:** To ensure that all students are provided with the richest educational experience the district can provide.

**PERFORMANCE RESPONSIBILITIES:**

- Oversee the development and ongoing evaluation of instructional curriculum, programs, technological platforms, and resources in collaboration with the schools' instructional leadership;
- ensure that curriculum development and teaching methods meet the needs of diverse learners and are aligned with applicable standards;
- manage district professional development planning to ensure the district offers creative, inspiring professional development sessions in line with the district/school goals and priorities as well as the identified needs from ScIPs;
- plan, maintain, and balance budgetary lines exclusive of salary in order to ensure the continuation of effective instructional practices;
- maintain open and clear communication with all stakeholders in regards to education and curriculum planning and implementation;
- oversee the development and administration of state and district-level assessments, in collaboration with schools' leadership teams;
- remain informed about current trends and practices in the various subject-matter fields and disseminates professional information and materials to appropriate staff;
- oversee research, resource/program selection, examination procedures, grading standards, and effective use of facilities and equipment for instructional purposes;
- cooperates with the library media specialists in establishing and maintaining a professional library for instructional staff;
- oversee the recruitment, screening, hiring, and assigning of instructional staff, including preparing new-teacher trainings; and
- engage in the ongoing analysis of academic achievement and report findings/trends to the Assistant Superintendent.

**SHARED RESPONSIBILITIES:**

- Analyze schoolwide data in order to design effective RTI and enrichment programs to support students, in collaboration with schools' instructional leadership;
- observe, evaluate, and supervise department supervisors;
- review school budgeting for instructional needs;
- assume district administrative duties as needed;
- prepare recommendations to the Education Committee for the Agenda; and
- oversee the alignment of programming with partnership opportunities (VoTech, colleges, etc.) with the Supervisor of Guidance.

**TERMS OF EMPLOYMENT:** Twelve-month year. Salary and work year to be established by the Board. **(For the purposes of the Acting Director of Curriculum, Instruction, and Assessment the terms of employment will be from BOE approval to June 30, 2021)**

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

**Approved by:** Township of Union Public Schools

**Date:**

**Reviewed and agreed to by:**

**Date:**