

**DIRECTOR OF CURRICULUM AND SPECIAL EDUCATION'S EMPLOYMENT
CONTRACT**

THIS AGREEMENT made this 11th day of April, 2016, between the BOARD OF EDUCATION OF ROSSVILLE ALVIN COMMUNITY UNIT SCHOOL DISTRICT NO. 7, County of Vermilion, State of Illinois, hereinafter referred to as the "Board" and Heath Kendrick, hereinafter referred to as the "Director of Curriculum and Special Education".

W I T N E S S E T H:

A. Employment and Compensation

Section 1. The Board hereby employs the Director of Curriculum and Special Education for three (3) school years commencing July 1, 2016 and ending June 30, 2019, at an annual salary of \$65,000.00. Said salary shall be payable in equal monthly installments in accordance with the rules of the Board governing payments to other administrative staff members in the District; and the Director of Curriculum and Special Education hereby accepts employment upon the terms and conditions hereinafter set forth.

Section 2. In addition to the annual salary stated in Paragraph A.1 of this contract, the Board shall make a contribution on behalf of the Director of Curriculum and Special Education to the State of Illinois Teachers' Retirement System in the amount equal to and in satisfaction of the Director of Curriculum and Special Education's required contribution to said Teachers' Retirement System. In the event said amount is increased during the life of this contract, the Board shall contribute on the Director of Curriculum and Special Education's behalf said amount as required by law. The Director of Curriculum and Special Education does not have any right or claim to said amount except as it may become available at the time of retirement or resignation from the State of Illinois Teachers' Retirement System. Both parties acknowledge that the Director of Curriculum and Special Education did not have the option of choosing to receive the contributed amounts directly, instead of having such contributions paid by the Board to the State of Illinois Teachers' Retirement System, and that such contributions are made as a condition of employment to secure the Director of Curriculum and Special Education's services, knowledge and experience.

Section 3. During the term of this Contract, the Director of Curriculum and Special Education shall hold a valid and properly registered certificate issued by the State of Illinois Teachers' Certification Board qualifying him to act as Director of Curriculum and Special Education of the School District.

B. Benefits

Section 1. Subject to the Superintendent's prior approval, the Board shall reimburse the Director of Curriculum and Special Education for reasonable monthly expenses

incurred in the performance of his duties. Itemization shall be made by the Director of Curriculum and Special Education of all expenses incurred.

Section 2. The Board will provide the Director of Curriculum and Special Education the following benefits:

(i). The Board shall provide the Director of Curriculum and Special Education with health insurance coverage under the District sponsored health insurance program as it is offered to other employees in the District.

(ii). Liability insurance as required by law for administrators.

Section 3. The Director of Curriculum and Special Education shall be granted sick leave, as defined in Section 24-6 of *The School Code*, as provided other certified employees of the District. Said sick leave days shall accumulate in the same manner as other certified personnel of the District.

Section 4. The Director of Curriculum and Special Education shall be granted the same number of personal leave days as provided other certified employees of the District. The use of personal leave days shall be subject to the prior approval of the Building Principal and/or Superintendent.

Section 5. The Director of Curriculum and Special Education shall attend regular and special Board of Education meetings.

Section 6. The Director of Curriculum and Special Education is encouraged to participate in local civic and fraternal organizations in the interest of promoting a better understanding of the District and its concerns.

Section 7. The Board agrees to pay the dues for membership in the Illinois Principals Association the Association for Supervision and Curriculum Development (ASCD), and Illinois Association for Supervision and Curriculum Development (ILASCD).

C. Powers and Duties

Section 1. The goals and responsibilities of the Director of Curriculum and Special Education can be found in Appendix A of this contract, and he shall perform other duties as assigned by the Superintendent and/or Board.

Section 2. The Director of Curriculum and Special Education shall devote his time, attention and energy to the business of the District and related professional activities.

D. Termination

Section 1. This contract may be terminated by (a) mutual agreement; (b) permanent disability; (c) discharge for cause; or (d) death.

(i). The Board may terminate this contract for reasons of permanent disability or incapacity at any time after the Director of Curriculum and Special Education has exhausted his accumulated sick leave and either has been absent from his

employment for a continuous period of three (3) months or presents to the Board a physician's statement certifying that he is permanently disabled or incapacitated. All obligations of the Board shall cease upon written notice of termination for permanent disability or incapacity, provided that the Director of Curriculum and Special Education shall be entitled to a hearing before the Board if he so requests. The Board reserves a right to require the Director of Curriculum and Special Education to submit to a medical examination, either physical or mental, whenever the Board deems the Director of Curriculum and Special Education disabled. Such examination shall be performed by a physician licensed to practice medicine in all its branches, who is selected and paid by the Board. The Director of Curriculum and Special Education expressly agrees that the physician shall prepare a detailed report of the state of his physical/or mental health and submit it to the Board of Education.

(ii). Discharge for cause shall be for any conduct, act, or failure to act by the Director of Curriculum and Special Education which is detrimental to the best interest of the School District. Reasons for discharge for cause shall be given in writing to the Director of Curriculum and Special Education, who shall be entitled to notice and a hearing before the Board to discuss such causes. If the Director of Curriculum and Special Education chooses to be accompanied by legal counsel, he shall bear any costs therein involved. The Board hearing shall be conducted in closed session.

Section 2. The parties acknowledge that the Director of Curriculum and Special Education is a probationary certified employee. Therefore, the Board has the statutory right to notify him that he is being dismissed as a probationary employee at the end of current contract, which notice must be issued to the Director of Curriculum and Special Education at least 45 calendar days prior to the end the school year. If the Board does not issue notice of dismissal to the Director of Curriculum and Special Education at least 45 calendar days prior to the end of the school year, the Director of Curriculum and Special Education will remain a certified employee of the District and, at the Board's sole discretion, he may be reemployed as the Director of Curriculum and Special Education or he may be assigned to any other certified position in the District for which he is qualified to perform, with salary and benefits to be determined by the Board of Education.

E. Evaluation

Prior to March 1 each year, the Superintendent shall assess the Director of Curriculum and Special Education's performance and shall issue a written evaluation of that performance to the Director of Curriculum and Special Education. After such evaluation, the parties shall schedule a meeting to review the evaluation and determine the conditions of the Director of Curriculum and Special Education's continued future employment.

F. Notice

Any notice required to be given under this contract shall be deemed sufficient if it is in writing and served by mail upon the Director of Curriculum and Special Education at his last known address or such other address as may be furnished by

the Director of Curriculum and Special Education in writing or in case of notice upon the School District, served personally upon the Board President and/or mailed to the last known address of the Board President.

G. Complete Understanding

This Contract contains all the terms agreed upon by the parties with respect to the subject matter of this contract and supersedes all prior agreements, arrangements and communications between the parties concerning such subject matter whether oral or written.

H. Savings Clause

If during the term of this Contract it is found that a specific clause of the Contract is illegal or unenforceable in a court of law, the remainder of the Contract not affected by such legal determination shall remain in force. Further, this Contract does not constitute any obligation either written or implied for re-employment beyond the term set forth herein.

I. Miscellaneous

(i). This Agreement has been executed in the State of Illinois, and shall be governed in accordance with the laws of the State of Illinois in every respect.

(ii). Paragraph headings and numbers have been inserted for convenience of reference only. In the event of any conflict between any such headings or numbers and the text of this Agreement, the text shall control.

(iii). This Agreement may be executed in one or more counterparts each of which shall be considered an original, and all of which taken together shall be considered one and the same instrument.

(iv). This Agreement contains all the terms agreed upon by the parties with respect to the subject matter of this Agreement and supersedes all prior agreements, arrangements, and communications between the parties, whether oral or written, concerning such subject matter.

(v). If a court having jurisdiction issues a final decision declaring any provision of this Agreement to be unlawful or unenforceable, all other provisions of the Agreement shall remain in force and effect.

IN WITNESS WHEREOF, the parties have executed this Agreement this 11th day of April, 2016.

BOARD OF EDUCATION OF ROSSVILLE ALVIN
COMMUNITY UNIT SCHOOL DISTRICT NO. 7
COUNTY OF VERMILION
STATE OF ILLINOIS

By: _____
Mr. Bob Ray, Board President

ATTEST:

By: _____
Mr. Jeremy Deck, Board Secretary

ACCEPT:

Mr. Heath Kendrick, Director of Curriculum and Assessment

APPENDIX A

Job Description

Director of Curriculum and Special Education

Salary: Per administrative contract.

Employment 10.5 months (213 days, per contract)

Job Goal: The Director of Curriculum and Assessment reports directly to the Superintendent and assists the Superintendent in pursuing the goals of the Board of Education in the areas of curriculum, assessment, instruction, technology, professional development, and student achievement.

REPORTS TO: Superintendent

QUALIFICATIONS:

1. A Master's Degree or higher from an accredited college or university in the area of curriculum, instruction, assessment, education leadership or technology.
2. A valid Illinois professional educator license with appropriate administrative endorsements.
3. Prefer three years of documented successful teaching and/or administrative experience.
4. Evidence of knowledge and deep understanding of effective instructional practices.
5. Evidence of knowledge and understanding of current trends in professional performance appraisal, specifically the Danielson Framework for Teaching.
6. Documented experience in use of student assessment data to inform instruction.
7. Documented experience in staff development planning and implementation support of continual school improvement.
8. Knowledgeable of the appropriate methods of integrating technology into instruction and supporting the teacher in the effective use of information, communication, and technology.
9. A deep understanding of the Common Core and upcoming Common Core aligned assessments (PARCC) to support continued transition of District 7 Curriculum and Instructional to the core standards.

ESSENTIAL JOB FUNCTIONS:

Curriculum

- Manage the development of curriculum to ensure the alignment though all grade levels,

with the established budget.

- Stay abreast of trends in curriculum development and instructional aids and methods, serving as an expert resource for teachers.
- Actively engage faculty in improvement of instruction through use of the professional learning community.
- Provide guidance in research based best practice in classroom instruction.
- Model effective instructional techniques in the classroom, and support the superintendent in monitoring of instructional effectiveness.
- Organizes working time so that at least 80% of working week is spent in classrooms supporting instructional improvement and offering insights into enhancement of the teaching-learning environment.
- Provide interventions and strategies for classroom teachers to implement with students who have special needs.
- Evaluates instructional programs and the development and or adoption of instructional materials.
- Provides advice to the Superintendent on any proposed change in instructional programming.
- Works in consultation with Improvement Team to plan and implement a comprehensive professional development program with emphasis on improvement of instruction, supporting continual student growth, and academic achievement.
- Assist the Response to Intervention (RtI) Team that supports student learning.
- Monitor implementation of curriculum.
- Review lesson plans and ensure alignment with classroom practice and implementation of curriculum guide.

Special Education

- Review and coordinate annual, reevaluation, and initial IEP dates and meetings.
- Evaluation of special education teachers.
- Supervise the IEP process for all students placed in-district.
- Follow procedures for safe storing and integrity of all public and confidential school records, ensuring that personnel and student record keeping procedures comply with state and federal law and strict policy.
- Analyze state data and work to ensure the district is in compliance with applicable indicators.
- Monitor and address legal or potential legal issues for students in special education.
- Maintain certification for training staff in restraint training.
- Train and certify staff in restraint training.
- Assist with "Code Red" students as needed.

Assessment

- Review, analyze, and present student performance data including standardized tests, local assessments.
- Create and present an end of the year report highlighting local assessment data.

- Create and present an in-depth report highlighting state assessment data.
- Meet with individual teachers after each assessment period to discuss classroom assessment data.

Technology

- Works with technology technician to ensure alignment between curriculum, instruction, assessment and technology.
- Work with technology technician to ensure readiness for assessments.
- Provide ongoing support to teachers in integrating technology across the curriculum.
- Make recommendations for future technology purchases.
- Monitor use and placement of technology.

Professional Development

- Develop annual calendar for professional development.
- Responsible for implementing professional development calendar.
- Align professional development with identified needs through analysis of performance results and annual survey of staff needs.
- Assist superintendent in the improvement of individual staff competencies.
- Recommends teacher approval to attend conferences and meetings planned for curriculum development and professional growth.
- Present the school improvement plan annually and report on progress (to the board and staff).

General

- Attend all regular meetings of the Board of Education, prepare monthly update, present student assessment results, and inform Board of major curriculum initiatives.
- Develop and implement new teacher induction and mentoring program.
- Attendance at workshops, seminars and conferences as approved by the Superintendent.
- Assist with school duties when principal is out of the office.
- Assist with student behavior issues as needed.
- Other assignments as assigned by the superintendent.

PHYSICAL JOB REQUIREMENTS

(Indicate according to essential duties/responsibilities)

Employee is Required to:	Never	Occasionally (1-33%)	Frequently (34-66%)	Continuously (66-100%)
Stand				X
Walk				X
Sit		X		
Use Hands Dexterously (use fingers to handle, feel)			X	
Reach with Hands and Arms			X	
Climb or Balance		X		
Stoop/kneel/crouch or crawl			X	
Talk or Hear				X
Smell		X		
Physical (Lift/Carry) Up to 10lbs			X	
Physical (Lift/Carry) Up to 25lbs			X	
Physical (Lift/Carry) Up to 50lbs		X		
Physical (Lift/Carry) Up to 75lbs	X			
Physical (Lift/Carry) Up to 100lbs	X			
Physical (Lift/Carry) More Than 100lbs	X			

Job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other related duties as assigned. Rossville-Alvin CUSD 7 reserves the right to update, revise or change this job description and related duties at any time.