

# Streator Elementary School District #44

## Job Description

### Part Time Director of Curriculum and Instruction

FLSA Status: Exempt

Effective: 7/1/2026

Reports to: Superintendent

Approved: JA

#### **Position Objective**

The Interim Director of Curriculum and Instruction is a part-time, 120-day administrative role designed to provide strategic leadership, academic oversight, and professional mentorship within the district. The Director ensures that curriculum initiatives are executed with systematic excellence and that building-level leadership is supported in achieving school improvement goals.

#### **Essential Functions:**

- Leads the evaluation, development, and implementation of district-wide curriculum and instruction initiatives to ensure alignment with state standards and student needs.
- Directs district-wide assessment efforts, including the coordination of state and local testing calendars and the systematic analysis of student data.
- Supports and coaches building principals on the development of process-driven systems and effective school improvement strategies.
- Coordinates and facilitates high-quality professional development and in-service training for certified and non-certified staff.
- Offers coaching and feedback to building administrators to strengthen instructional leadership and teacher evaluation processes.
- Establishes and monitors key metrics to evaluate the effectiveness of instructional programs and academic interventions.
- Collaborates with the Superintendent to ensure instructional resources and grants are utilized effectively and remain fiscally responsible.
- Oversees the phasing and expansion of instructional pilots and workforce programs across district buildings.
- Facilitates the selection and adoption of instructional materials and textbooks to ensure all resources are research-based and vertically aligned.
- Collaborates with district directors to design and implement a universal co-teaching model that ensures equitable access to services and instructional support for all students.
- Serves as a liaison between the district and state agencies to ensure all instructional programs maintain full regulatory compliance.

The above job description reflects the general requirements necessary to perform the principal functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future and may be amended by the Board of Education as appropriate.

### **Competencies:**

- Demonstrates excellent interpersonal communication skills and is able to communicate effectively with staff at all levels, board members, and the general public.
- Exhibits adaptability to different work scenarios and schedules while prioritizing efforts to achieve student-focused solutions.
- Maintains proficiency in utilizing standard office software applications and educational data management systems.
- Possesses the ability to collaborate effectively and provide shared leadership across multiple district buildings.
- Functions as a skilled facilitator and problem solver who can lead complex instructional and systemic changes.
- Utilizes high-level skills to make data-driven decisions that improve student outcomes and organizational efficiency.

### **Qualifications:**

- The candidate possesses a Master's Degree in Curriculum and Instruction or Educational Administration, with a Doctorate in Curriculum and Instruction or Educational Leadership preferred.
- The candidate holds a valid Illinois Professional Educator License (PEL) with a General Administrative or Principal endorsement.
- The candidate demonstrates previous experience in central office leadership or building-level administration with a proven track record in curriculum development and systemic school improvement.

### **Additional Functions:**

- May represent the District on external committees
- Performs other such duties as may be assigned by Superintendent

### **Working conditions**

- Mental Demands: calculating, comparing, evaluation, interpreting, organizing, consulting, analyzing, planning, documenting, specifying, coordinating, implementing, and presenting • Physical Demands: bending, stooping, kneeling, twisting, reaching, sitting for prolonged periods of time, standing, walking, lifting, finger dexterity, grasping, repetitive motions, talking, hearing and visual acuity.
- Environmental Conditions: The work is performed primarily indoors; however, outside work is required on occasion. Travel between buildings may be a requirement.

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