

PANA COMMUNITY UNIT SCHOOL DISTRICT #8
JOB DESCRIPTION

Position Title: District Director of Curriculum and Instruction

Department: District Administration/Staff

Location: District Office

Reports to: Superintendent

FLSA Class: Exempt

Revised Date: August 20, 2018

SUMMARY

This position is responsible for providing District leadership and coordination to ensure that the instructional program is aligned and articulated in all subject areas to state/national learning standards.

DUTIES

1. Analyze student test data and report results to stakeholder groups.
2. Develop procedures for the selection, development, and implementation of curriculum.
3. Review and recommend textbooks, educational workbooks, and supplemental materials.
4. Provide leadership to assure vertical and horizontal alignment between grade level, building level, and district curriculum.
5. Assists in the selection of K-12 instructional materials.
6. Provides input for building and district level education program budgets.
7. Works with building principals, the administrative team, school improvement coordinator, superintendent, and district leadership team to implement the school improvement process.
8. Works with building principals, school improvement coordinator, and the district leadership team to implement the school improvement process.
9. Works with building principals and a variety of stakeholders to develop and implement the school improvement process (data analysis, goal setting, action plans, SIP plans, etc.)
10. Provide cost analysis of salary and wage adjustments for the budgeting process.
11. Oversee the development and delivery of staff development activities relevant to the instructional programs.
12. Work with the Regional Superintendent and administrative team to ensure the district's compliance on all mandated units of study and requirements of the School Code.
13. Will assist at the junior high level with the supervision of extra-curricular activities.
14. Will work with the Superintendent, Principals, and the Assistant Principal in the reporting of local district and state assessment data.
15. Oversees all of the district's local and state testing initiatives.
16. Works with the Superintendent in preparing the district's annual Joint RIF List.
17. Serves as the district's official Homeless Liaison and provides reports when required.
18. Assists in the development of all grant applications and related documentation (e.g. required reports, budgets, specific inquiries, etc.) for the purpose of submitting to the appropriate funding agency.

19. Coordinates all grant processes (e.g. evaluations, budget, finance, reports, etc.) for the purpose of ensuring compliance with the District and funding agency guidelines.
20. Prepares required grant reporting including progress reports and approvals for District Administration and Board of Education.
21. Stays informed of grant research, proposal writing, and submission procedures.
22. Creates and maintain computerized files historical databases of all grant activity including summary reports on all activities.
23. Collaborates with a variety of groups (i.e. district personnel, community groups/organizations, etc.) for the purpose of securing funding and meeting grant requirements.
24. Reports grant activity to various individuals and groups as appropriate.
25. Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform grant coordination functions.
26. Files and preserves copies of all reports made and all papers transmitted pertaining to District Grant activity.
27. Performs other duties and functions as may be deemed necessary and assigned by the District Superintendent.

QUALIFICATIONS

1. Minimum of a M.S. in school administration with a valid Illinois professional educator license (PEL).
2. 2 – 4 years previous experience in an educational setting, preferably in a teaching role. Knowledge of Microsoft Office programs including Word, Excel, Access, PowerPoint, etc., as well as Google Classroom.
3. Establish and maintain effective and courteous working relationships with those contacted in the course of work (students, parents, and staff).
4. Ability to understand and follow basic oral and written instructions.
5. Ability to communicate to parents, students, and staff in an acceptable/courteous manner.

SCHEDULING

Regular working hours are 8:00 a.m. to 4:00 p.m. Monday through Friday. Schedule may vary based on school district needs.