

SECTION 225 DIRECTOR OF INSTRUCTION

The Director of Instruction shall:

1. Meet the certification standards of the Wisconsin State Department of Public Instruction.
2. Know, understand, and administer the laws of Wisconsin, general policies, master contract, and programs of the school system as they apply to assigned schools; make available to the staff and students all school regulations enacted by the district administrator and the board.
3. Evaluate and/or observe all first year teachers.
4. Coordinate the proper filing of curriculum related and student records.
5. Be part of the multi-disciplinary team when asked to do so.
6. Coordinate State Mandated Assessments at the district level.
7. Assume responsibility for the continual improvement of the quality of curriculum and instruction in the district including the study and purchase of necessary materials and support.
8. Meet regularly with administrators and teachers to coordinate the curriculum and instruction program and identify specific needs of the district's personnel.
9. Interpret the curriculum and instruction program's objectives, results, and needs to district staff, the board, civic and parent groups, teacher training institutions, and others through the use of a data disaggregation process.
10. Prepare and administer the curriculum and instruction; staff development; Title I and Title II budgets.
11. Survey educational research findings and develop effective methods of communicating and disseminating the salient related findings to district teachers and administrators along with recommendations for applicability to the district educational programs.
12. Assume responsibility for the development and maintenance of a Professional Resource Center located in the Instructional Office.
13. Establish procedures for ordering materials, and systems of materials distribution and inventory.
14. Participate in C.E.S.A., state and national activities designed to improve curriculum and instruction through grant writing and participation in professional organizations.

SECTION 225 DIRECTOR OF INSTRUCTION (continued)

15. Assist in the establishment of goals, objectives, organization, planning and implementation for staff development training programs and projects including early release days and summer training sessions.
16. Coordinate the establishment of procedures, timetables, preparation of necessary forms and letters, assignment of workshop sites, and all practical elements of the staff development program.
17. Work with teachers and administrators in the use of new supervision and instructional methods and materials.
18. Coordinate and evaluate staff development and pre-service training programs in the district.
19. Study the ever changing educational needs in the district and develop and implement staff training and programs which will effectively meet these needs.
20. Prepare and supervise mailing of informational materials and catalogs announcing professional preparation programs.
21. Screen application materials of potential teacher candidates for possible interviews.
22. As needed, investigate employee personnel matters.
23. Administer assigned grant programs and develop and write grants which support district goals.
24. Monitor and direct the following district programs: Homeless, Mentor, Title, Migrant, Civil Rights Data Collection, Pupil Non-discrimination and Mentor Programs.
25. Facilitate District Meetings as assigned by the District Administrator.
26. Train, coordinate, and monitor all aspects of Educator Effectiveness program both for teachers and administrators.
27. Prepare and facilitate monthly Curriculum and Co-Curriculum committee meetings.
28. Plan and facilitate any district level data meetings.
29. Develop and coordinate District Assessment Calendar, including input of such timelines into district assessment programs.

SECTION 225 DIRECTOR OF INSTRUCTION (continued)

30. Prepare for and direct beginning teacher in-service schedule and activities.
31. Disseminate, collect and evaluate proposals for new courses annually.
32. As part of the district website and district intranet, maintain the Instructional Services section/page.
33. Monitor the pacing or progress of various curriculum programs.
34. Be the contact person for all harassment complaints, per district policy.
35. Perform such other tasks and assume such other responsibilities as may, from time to time, be assigned.

Approved - July 11, 1988
Amended - May 14, 1990
Adopted - June 4, 1990
Revised - January 12, 1998
Amended - April 12, 2004
Amended - June 8, 2015