

The Warrensburg R-VI School District announces an administrative opening for an **Executive Director of Curriculum and Instruction**.

The Director of Curriculum & Instruction shall be employed for a term of two years. Compensation is according to the administrator salary schedule as established annually by the Board of Education. Employment shall be on a twelve month basis, with all benefits for full-time employees as provided in board policy.

A list of qualifications, position expectations and essential functions follows.

Application Deadline: February 3, 2021

APPLICATION PROCEDURES

Complete online application process at:

<https://www.applitrack.com/warrensburg/onlineapp/default.aspx>

Warrensburg R-VI School District
P.O. Box 638
201 South Holden Street
Warrensburg, Missouri 64093
(660)747-7823

Questions should be directed to Brian Wishard at bwishard@warrensburg6.org

The Warrensburg R-VI District is an equal opportunity employer and does not discriminate or deny services on the basis of age, ancestry, color, disability, handicapping condition, marital status, national origin, parental status, race, religion, participation in constitutionally protected activities, or veteran status. Any questions regarding Title IX, Section 504, the Family Medical and Leave Act, or the Americans with Disabilities Act should be directed to an assistant superintendent of the Warrensburg district at the above address and telephone number. If special needs exist as addressed in the Americans with Disabilities Act which require this publication in an alternative format, the district may be contacted at the above address. Reasonable efforts will be made to accommodate these special needs.

Position:

Executive Director of Curriculum & Instruction

To Whom Responsible:

Superintendent, Assistant Superintendent for Student Services and Assistant Superintendent for Support Services

10-26-2020

For Whom/What Responsible:	District activities related to Curriculum & Instruction (which includes Tech Integration and online learning) and Assessment/Testing Program
Qualifications:	Degree - Minimum of Specialist Degree in administration or curriculum & instruction. Doctorate preferred. Certificate – Missouri administrator's certificate.
Preferred Experience:	Public school teaching; a minimum of five years administrative experience, with building principal experience preferred. Experience with curriculum development, tech integration, alignment, review, implementation, assessment, and program evaluation.
Primary Responsibilities:	To supervise and administer all PK-12 programs pertaining to curriculum & instruction and oversee the district's group and individual assessment/testing program. To lead principals, instructional coaches, tech integration specialist, and teachers in curriculum development, alignment, review, and implementation. To coordinate professional development throughout the district. To work with the Superintendent, Assistant Superintendents, and Special Programs Director to plan and coordinate these services.
Salary:	\$90,000-\$120,000

ESSENTIAL JOB FUNCTIONS:

ADMINISTRATION

1. Provides direction for the curricular and instructional programs of the district.
2. Coordinates and supervises the district assessment/testing program grades PK-12.

3. Provides leadership for curriculum development as well as supervision and organization of personnel to implement the curriculum.
4. Provides for organization and management of instruction throughout the district.
5. Coordinates and supervises professional development activities throughout the district.
6. Coordinates and supervises the district's Title I program in conjunction with the Director of Special Programs.
7. Coordinates and supervises the district's Gifted program in conjunction with the Assistant Superintendent for Student Services.
8. Provides leadership for positive instructional/educational change.
9. Communicates and implements standards of expected performance.
10. Attends all meetings of the Board of Education, makes program-related studies and prepares reports for the Board as directed by the superintendent.
11. Conducts themselves at all times as a representative of the school district and assists the administrative team in establishing and maintaining a good relationship with the community.
12. Makes recommendations for implementing and supervising curriculum & instruction, assessment, and related auxiliary services designated as a responsibility by the superintendent.
13. Keeps abreast of state and national trends and evaluates the same.
14. Completes duties and responsibilities as assigned by the Superintendent.

PERSONNEL

15. Assists in the Performance Based Evaluation of building administrators, instructional coaches, tech integration specialist, teachers and other auxiliary personnel, as requested by the superintendent.
16. Evaluates needs of curriculum & instruction and assessment personnel and makes recommendations to the superintendent.
17. Assists with coordinating and supervising the efforts of building administrators, instructional coaches, tech integration specialists, and teachers in planning, coordinating, supervising, and evaluating instructional programs and practices.

CURRICULUM

18. Serve as the instructional leader with oversight of curriculum and instruction development, tech integration and online learning development, as well as evaluation and assessment.
19. Leads the design and implementation of the school's academic standards, benchmarks, assessments, and ensures that curricula aligns with state and national standards.
20. Implement effective internal assessment systems to monitor academic progress of students throughout the year. Regularly analyzing data with administrators, instructional coaches, tech integration specialists, and teachers to maximize student performance.
21. Lead each building administrator in organizing and integrating curriculum & instruction, tech integration, as well as evaluation and assessment programs within the building.
22. Lead district progress to a data-oriented, results-focused professional learning community and hold the district accountable for that progression.
23. Help develop and implement the district's continuous improvement plan.
24. Articulates a clear philosophy and shared vision of learning and promotes an effective learning environment.
25. Identifies and develops partnerships that enhance district services.
26. Directs the development, alignment, assessment, and revision of curriculum guides and courses of study.
27. Keeps current with the PK-12 courses of study, the district's scope and sequence framework, and state standards/guidelines.
28. Organize district curriculum committees as needed; develop, implement, and evaluate curriculum for all PK-12 courses.
29. Studies research-based practices and approves the establishment of the pilot programs.
30. Leads the review and determines priorities for areas needing improvement in the district curriculum.
31. Leads building administrators, instructional coaches, tech integration specialists, and teachers in evaluating and recommending technology, textbooks, and other instructional materials and equipment.
32. Works with community agencies and resources to provide the best educational experiences for students.

STAFF DEVELOPMENT

33. Coordinate professional development throughout the district and to provide continuous staff

development programs for the staff.

34. Recommends in-service programs needed to update and improve the educational program.

FINANCE

35. Monitors all budgetary expenditures regarding the curriculum & instruction, tech integration, and assessment programs as well as professional development.

36. Prepares requisitions for materials, supplies, technology, and equipment for curriculum & instruction and assessment, professional development, and related auxiliary programs.

37. Projects the curriculum & instruction, tech integration, and assessment staff and material needs annually in the budget development process.

38. Consults with Assistant Superintendent for Support Services concerning budget needs.

EVALUATION

The performance of the Director of Curriculum & Instruction will be evaluated by the Superintendent and Assistant Superintendents annually in accordance with board policy for Performance Based Evaluation.