

Administrator for Curriculum and Instruction

Primary Function

To serve as a general assistant to the Superintendent with administrative functions as assigned by the Superintendent.

Organizational Relationships

The Administrator for Curriculum and Instruction reports directly to the Superintendent.

Qualifications

- Illinois State Board of Education Professional Educator Licensure appropriate to assignment
- Ability to understand and carry out oral and written directions
- Ability to exercise sound judgment in making decision regarding the safety and welfare of students
- Ability to perform assigned duties and tasks with a minimum of direction
- Ability to maintain effective public, student and co-worker relationships
- Ability to physically move about the district buildings and grounds
- Ability to speak, write, read, and understand English
- Ability to handle all district information with confidentiality

Assigned Responsibilities

1. Attend all Board Meetings, and prepare such reports for the Board as are appropriate to the primary function and other reports which may be requested by the Superintendent or the Board of Education.
2. Attend all meetings of the Administrative Council and District Office Administrator's meetings.
3. Assist in the recruitment, interviewing and assignment of staff assigned to this position. Review applications and determine selection of staff for stipend positions.
4. Assist the Superintendent in directing the long-term planning of the educational program and operations of the school system in order to provide for the future educational needs of the community.
5. Provide professional leadership in education throughout the school system, and study, keep informed of and stimulate interest of staff in new developments in education.
6. Provide presentations for the community to educate them about new initiatives and programming.

7. Coordinate and implement the District's staff development programs. Plan and implement a program for new teachers. Approve curriculum summer writing projects.
8. Accumulate and disseminate information on new developments in education.
9. Guide research activities and generally oversee all research projects.
10. Assist in the development of statements of educational policies and procedures.
11. Develop and monitor all Curriculum & Instruction-related district budgets including Professional Development. Approve the purchase of instructional materials, equipment, and supplies.
12. Assist the Superintendent in establishing rules and regulations needed for the direction of staff and students.
13. Administer the District's travel/convention budget for teaching personnel.
14. Assist in the administering, through the principals, the District's services for the Visual and Performing Arts and physical education programs. Oversee and monitor Differentiation Support services for the district. Oversee and monitor the Early Reading Intervention Program.
15. Supervise the development of the District's instructional policies related to curriculum development, reporting to parents, and testing. Oversee, update, and monitor Progress Reporting System.
16. Determine and coordinate the district assessment program. Analyze all assessment data and interpret for trends related to student growth, curriculum alignment and instructional implications.
17. Ensure that all necessary records are kept and reports are made pertaining to pupils, as required by the Board of Education and the State Board of Education; and designate specific responsibility for such records and reports. Write, implement, and monitor grants such as Title I and Title IIA.
18. Chair all curriculum review committees to ensure curriculum maps are updated on a specified schedule. Serve as a liaison for District 39 and New Trier High School regarding curriculum matters. Serve on additional staff or lay committees as the Superintendent may direct.
19. Coordinate with technology department regarding curriculum matters.
20. Perform such other duties and assume such other responsibilities as may be assigned by the Superintendent of Schools.

Work Year: The work year shall be from July 1st to June 30th with twenty (20) vacation days.