



Director of Curriculum and Assessment Services

Qualifications:

1. Illinois Type 75 Certification – Administrative/Superintendent Endorsement (preferred)
2. A minimum of 5 years in an Educational Leadership Position
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

Reports To: Superintendent

Supervises: Staff members designated by the Superintendent

Job Goal: Observe student learning, staff instruction, student progress and achievement, determine curriculum design and alignment, develop effective assessment, and seek the resources to both initiate and maintain effective instructional programs to provide inspiring educational opportunities for all students

1. Oversees the development of curriculum, the instructional delivery system, and the assessment of district students.
2. Ensures the district mission statement, belief statements, vision statements, and district goals and priorities are embedded in each School Improvement Plan (SIP).
3. Collaborate with principals on issues related to curriculum, instruction, climate, culture, and professional growth.
4. Oversee district staff development program and new teacher induction.
5. Seeks and administers grants that will promote increased learning opportunities for all students.
6. Represents the district in organizations aligned an/or affiliated with the district.
7. Demonstrates values, beliefs, and attitudes that inspire principals to higher levels of performance.
8. Acts as an advocate for students.
9. Recommends new and/or revised policies to the Superintendent.
10. 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.
11. Approve the purchase of instructional materials, equipment policies and procedures.
12. Assist in the administering, through the principals, the District's services for the gifted, as well as art, music, and physical education programs.
13. Supervise the development of the District's instructional policies related to curriculum development, reporting to parents, and testing.
14. Performs all other duties as assigned by the Superintendent.

Terms of Employment:

Salary to be established by the Board of Education on an annual basis
12-month work year

Evaluation:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Administrative Personnel.