QUALIFICATIONS:
1) Certification as a school administrator by the State of Wisconsin
2) Other qualifications deemed necessary by Board of Education

REPORTS TO: Director of Curriculum and Instruction

GENERAL FUNCTIONS: Responsible for planning, implementing, coordinating and evaluating community education programs, four-year-old kindergarten, and program for English Language Learners. Assists in the development, implementation and evaluation of curriculum, instruction and assessment in the district.

ESSENTIAL FUNCTIONS:

A. Community Education
The Assistant Director of Instruction will:
1) Develop and operate the year-round community education program (adult as well as youth)
2) Recruit, select, train, supervise and evaluate all staff members in the community education programs
3) Publicize community education programs
4) Maintain complete and accurate community education records
   a. Personnel
   b. Attendance
   c. Budgets
   d. Supplies
   e. Others
5) Develop an annual community education budget
6) Convene Community Education Advisory Council meetings to receive recommendations for community education with the district
7) Provide articulation between Waunakee / MATC program offerings and facility use
8) Coordinate the publication of the district’s newsletter (T.I.M.E.)

B. Four-Year-Old Kindergarten Program
The Assistant Director of Instruction will:
1) Oversee all aspects of the Four-Year-Old Kindergarten program including:
   a. Selecting and evaluating community sites
   b. Communicating with community-based directors and teachers
   c. Publicizing the program
   d. Coordinating student enrollment, registration, and transportation
   e. Developing curriculum to meet state standards
   f. Coordinating family outreach activities
g. Facilitating professional development opportunities 
Planning and facilitating meetings of the Collaboration Council and 4K Directors

h. Communicating with families

C. English Language Learner Program
The Assistant Director of Instruction will:
1) Supervise the English Language Learner Program
2) Develop an annual ELL budget including Title III paperwork
3) Assist in coordinating district-wide assessments
   a. ACCESS testing
4) Coordinate language services for families and staff (translations, interpreters)
5) Complete Transfer of Service Verification as needed

D. Curriculum, Assessment, and Instruction
The Assistant Director of Instruction will:
1) Assist in coordinating staff development opportunities
   a. Summer Technology Academy
2.) Assist in coordinating district-wide assessments
   a. Measures of Academic Progress
3.) Provide assistance to staff and administration in the development of new curriculum
4.) Maintain professional currency in the areas of curriculum, instruction, assessment, data analysis and technology
5.) Participate in district-wide committees
   a. Systemwide Curriculum Committee
   b. Testing and Assessment Committee
   c. Staff Development Committee
6.) Attend and provide reports to the Board of Education Curriculum Committee

E. Technology
The Assistant Director of Instruction will:
1) Co-chair the District Technology Committee with Director of Technology
2) Coordinate efforts to achieve the goals and objectives of the District’s Information Literacy and Technology Plan
3) Assist in implementation and integration of technology standards

OTHER DUTIES:
The Assistant Director of Instruction will:
1) Assist in the supervision and evaluation of professional staff
2) Provide input and assistance to staff in the improvement of instruction
3) Serve as administrative liaison to one department (e.g. LMTC/CR)
4) Other duties assigned by Director of Curriculum and Instruction and/or District Administrator
5) Maintain confidentiality regarding students, student records, parents, staff and any other school-related issues
6) Maintain confidentiality and loyalty to employer

Adopted March 2011