



## Job Description

**Position Title:** Director of Elementary Curriculum and Instruction

**Employee Group:** Administration

**Contract Length:** 261 days

**FLSA:** Exempt

**Supervisory Responsibilities:** Elementary Principals  
Intermediate Principal  
Administrative Assistant to Elementary C&I Director  
Indirect supervision of all instructional staff

**Reports to:** District Administrator

### **Qualifications:**

1. Master's Degree
2. Valid Wisconsin DPI Director of Instruction license
3. Minimum of 5 years in the educational setting
4. Demonstrates instructional expertise and knowledge of curriculum standards and best practices for learning for children and adults.

### **Position Summary:**

The Director of Elementary Curriculum and Instruction shall be responsible for the coordination of planning, development, implementation, and evaluation of curriculum programs. Serves as the elementary instructional leader of the district, promoting the educational development of all students and the professional development of instructional staff.

**Essential Functions:** *Other duties may be assigned. This list is illustrative only and is not a comprehensive listing of all functions and tasks performed by incumbents.*

#### A. Leadership

The Director of Elementary Curriculum and Instruction will:

- Support the vision for the district that is articulated by the District Administrator.
- Work with the staff, Board and appropriate committees in the development of the district's curriculum and instructional program.
- Plan and coordinate the efforts of the system-wide curriculum committee.

- Coordinate the k-6 administrative team meetings, objectives and activities.
- Plan and coordinate with the department chairpersons and administration, the systematic development and implementation of the various academic programs.
- Motivate and encourage staff to explore new teaching methods, make curriculum revisions and updates, and develop new programs through staff development programs.
- Coordinate the district's professional development programs for instructional staff.
- Ensure the involvement of staff in shared decision-making under administrative leadership.
- Work with schools to develop and support building goals that reflect the educational objectives of the district.
- Analyze current academic data and instructional strategies to make appropriate educational decisions that improve classroom instruction and increase student achievement.
- Coordinate the district's Community Education Program.
- Oversee the district's ESSA programming.
- Model principles of self-awareness, reflective practice, transparency, ethical and professional behavior.

#### B. Human Relations

The Director of Elementary Curriculum and Instruction will:

- Collaborate to promote clear expectations, well-defined channels of communication and relationships between administrators, students, parents/guardians, and staff.
- Respond to inquiries from a variety of stakeholders for identifying relevant issues and recommending or implementing action plans.
- Involve stakeholders in gathering and disseminating information related to school and district programs and policies.
- Develop and employ constructive problem-solving strategies with staff, supervisors and colleagues in the district.
- Contribute to the administrative team in a collaborative, cooperative and constructive manner to support the overall vision and goals of the district.
- Promote positive relationships with students, parents/guardians, staff and the community.
- Support communication and coordination on elementary matters between principals and the district administrator.

#### C. Curriculum and Instruction

The Director of Elementary Curriculum and Instruction will:

- Assists staff and administration in the development of new curricula according to defined academic standards, School Board policy, and in alignment with appropriate instructional practices and materials.

- Implements an effective curriculum review cycle. This process will include considerations for standards, pilot projects, technology, mandatory testing, methods of organization, appropriate career links, family communications, staff communication, organizational structure, assessment, textbooks /resources/ materials, and supporting staff development.
- Collects and disseminates student performance data in an easy to use format that impacts goal setting and classroom instruction.
- Coordinates the district's K-12 instructional coaches.
- Collaborate with Student Services on Multilingual Learners and Human Growth and Development by level.
- Coordinates elementary standardized assessments.
- Oversee Response to Intervention /Multi-tiered System of Supports by level.

#### D. Personnel

The Director of Elementary Curriculum and Instruction will:

- Supervise and evaluate grades K-6 principals.
- Supervise and evaluate assigned staff by implementing established district policies, procedures and protocols.
- Participate in the interviewing and recommendation process.
- Lead the district's professional development vision and program of offerings.
- Coordinate the district's Mentoring and Induction programs.

#### E. Management

The Director of Elementary Curriculum and Instruction will:

- Plan and coordinate the operations of the elementary curriculum office and associated resources.
- Develop and administer a yearly budget that will provide for necessary curriculum and professional development and evaluation including federal entitlement programs and grants.
- Share input regarding curriculum, instruction, and staff development for the successful management of the district.

#### F. Professional and External Relations

The Director of Elementary Curriculum and Instruction will:

- Present effectively to and/or represent the district in a variety of settings for maintaining ongoing community support for education goals and the district.
- Participate in professional learning activities on a local, state and national level.
- Develop relationships with community agencies and activities to support the district's programs.

## G. Other Functions

The Director of Elementary Curriculum and Instruction will:

- Attend all board meetings and committee meetings related to curriculum and instruction and as designated by the district administrator
- Follow district policies and promote a positive image of the District at all times.
- Properly handle confidential matters relating to students, staff and families.
- Perform other duties as assigned by the district administrator.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **Knowledge, Skills, Abilities**

Excellent written and verbal communication in English; write reports and business correspondence.

Read and interpret documents such as spreadsheets, reporting forms, procedure manuals, and governmental regulations.

Ability to effectively and persuasively present information and respond to questions from diverse groups of administrators, staff, and community members.

Knowledge of best practices in education.

Knowledge of data desegregation and Data Tracking to support student growth and system improvement.

Ability to independently and cooperatively define problems, collect data, establish facts, and draw valid conclusions and deal with problems involving several abstract and concrete variables.

Ability to maintain good and effective relationships with others. Good human relations skills.

Ability to integrate information and exercise considerable judgment to create solutions.

Ability to prioritize complex tasks and establish project timelines.

Ability to use job-related equipment using pertinent software applications.

Adapt to changing work priorities with interruptions.

### **Physical Demands**

The usual and customary duties require the following physical demands: Work involves walking, sitting, standing, bending, and turning. Ability to sit and stand for prolonged periods of time. Phone and computer use. Manual dexterity using fine and gross motor skills is necessary. Good vision and hearing with corrective devices, as needed. Specific vision abilities required by this job include close vision.

### **Work Environment**

This job is performed indoors in an office setting and in public spaces. The noise level in the work environment is low. Frequently attends events / activities and meetings. Travels often within the district, community, region, and state. Position usually demands meeting deadlines with time constraints and multiple, constant interruptions. Decisions and actions occasionally must occur with minimal time for reflection. Situations faced often involve complex interpersonal communications.

Adopted: 1/13/86

Revised: 4/22/91  
March 1994  
9/11/95  
October 2006  
December 2023