MAHOMET-SEYMOUR COMMUNITY UNIT SCHOOL DISTRICT NO. 3
MAHOMET, ILLINOIS

TITLE: Director of Instruction

QUALIFICATIONS: 1. Illinois Type 75 Certificate or equivalent
2. Masters degree in school administration
3. Five (5) years teaching and two (2) years of administrative experience.
4. Knowledge of Microsoft Office programs as well as current technology applications in the 21st century classroom.
5. Knowledge of and support for the District’s educational system; appropriate skills in teaching children as well as educators and adults
6. Excellent verbal and written communication skills
7. Such alternatives to the above qualifications as the district may find appropriate and acceptable

REPORTS TO: Superintendent

JOB GOALS: To provide leadership in the development, implementation, coordination, and evaluation of the Mahomet-Seymour Schools’ instructional program.

I. CURRICULUM AND INSTRUCTIONAL LEADERSHIP

A. Assists in the determination of types of programs needed by the schools and makes appropriate recommendations.

B. Supervises the work of developing and improving the curricula and the instructional programs.

C. Encourages experimental and innovative programs that will improve instruction.

D. Assumes the responsibility for the establishment and maintenance of a system of distribution of instructional materials.

II. PERSONNEL, SUPERVISION, EVALUATION, AND STAFF DEVELOPMENT

A. Adheres to the district’s Affirmative Action/Equal Employment Opportunities policies and follows building and area of supervision guidelines established for screening, interviewing, selecting, assigning, and hiring employees.

B. Coordinates district-wide testing for measuring the effectiveness of the total educational program.
C. Assists the Superintendent in directing the administration and coordination of the district's educational programs.

D. Is responsible for establishing a procedure and ensuring the follow-through of a staff evaluation process in compliance with the policies of the Board and state regulations.

E. Works cooperatively with the Superintendent and principals to establish the staffing needs for each building.

F. Plays a significant leadership role in fostering professional growth and building of staff morale throughout the district.

G. Plans and coordinates staff development programs which are needs-driven by using student achievement data and other internal evaluation tools.

H. Coordinate the new teacher induction program and teacher mentoring program.

I. Participates in professional growth opportunities.

III. MANAGEMENT OF THE SCHOOL DISTRICT

A. Attends Board meetings and prepares such reports for the Board as the Superintendent may request.

B. Interprets the programs, philosophy, and policies of the district to staff, students, and the community at large.

C. Communicates to the Superintendent the requirements and needs of the district as perceived by staff members.

D. Prepares local and state reports and claims as required.

E. Informs, interprets, and recommends to the Superintendent the effects of current and pending state legislation.

F. Assists in the preparation and administration of the budget.

G. Assists in obtaining outside funding through grant planning, applications, and amendments

H. Is responsible for the implementation of the state educational reform legislation.

I. Oversees the collaboration, writing, and reviewing of the district improvement plan and Title I plan.

J. Participates in district meetings and such other meetings as are required or appropriate.
K. Maintains liaison with social, professional, civic, volunteer, and other community agencies and groups having an interest in the schools.

L. Establishes necessary procedures for referral and cooperative planning with other "service to children" agencies, both local and state.

M. Works with designated committees of teachers, principals, and lay persons in specific programs, projects, or courses of action.

N. Ensures that statutory and common law health and safety rights are extended to all visitors, employees, and students.

Performs all other duties necessary to the office and such other duties as may be assigned by the Board of Education or the Superintendent of Schools.

TERMS OF EMPLOYMENT: Salary, fringe benefits, and work year to be established by the Board of Education.

EVALUATION: Performance of this position will be evaluated annually by the Superintendent in accordance with provisions of the Board's policy on administrative evaluation.