



## Tri-District Director of Curriculum and Instruction

### JOB SUMMARY

Responsibilities of this job include leadership responsible for contributing to and communicating instructional vision and focused planning for improving student achievement in a high school district and its two feeder elementary districts; monitoring and supervising instruction, supporting teachers and administrators in improving their instructional and instructional leadership capacity and practice; contributing to coordination and development of continuous learning for all staff.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following: Employees in this position perform some or all of the following tasks. Other duties may be assigned. Experience and working knowledge of the development and implementation of district-wide systems to support data analysis and intervention planning for schools.

1. Works collaboratively with administration to ensure effective coordination, support, and utilization of all programs throughout grade levels, working with vertical and horizontal curriculum alignment.
2. Directs and supports the improvement of curriculum through the continuing evaluation and revision of courses of study; the development of new courses of study, development of district instructional guides, performance tasks, and local assessments; and the adoption of instructional materials.
3. Revisits curriculum and academic approaches to seek out new and improved methods to positively influence the learning environment for students in order to increase college and career readiness as well as to decrease the dropout rate.
4. Implements and designs district-wide systems for the understanding and use of a variety of assessments, including screening tools, formative measures and summative measures to drive instructional planning and intervention.
5. Assists in the development, planning, coordinating and analysis of professional development.
6. Works with school-wide and district-wide data teams to help support student learning and growth and instruction.
7. Directs, coordinates, implements and monitors some federal grants which includes Title and school improvement grants.
8. Collaborates with administrative leadership team district-wide; initiate a strong sense of team and serve on committees as appropriate.
9. Reports to Superintendents and School Boards on improvement efforts/progress as appropriate.
10. Effectively balances between great flexibility and great organization.
11. Organize and facilitate a professional learning network and collaborative teams amongst the three school districts

12. Lead and evaluate the implementation of professional learning communities amongst all three districts.
13. Attends work regularly.
14. Other duties may be assigned as needed

#### MINIMUM QUALIFICATIONS

- Illinois PEL.
- Type 75 license.
- Master's degree from accredited college or university.
- Classroom experience.
- Building level administrative experience required.
- Curriculum Leadership experience at the district-level preferred
- Excellent communication skills, both verbal and written, works well with others and in a team environment.

#### KNOWLEDGE, SKILLS AND ABILITIES

Knowledge is required to satisfactorily perform the functions of the job includes: programs/services typical to a public school district; principles and practices of organization, administration and personnel management in a public secondary school district; general school district policies, rules, and regulations; relevant local, state and federal regulations, and stages of student development, variety of assessment systems. Knowledge of high leverage, research-based instructional strategies and models for improving instructional practices. SKILLS required to satisfactorily perform the functions of the job include: leadership and organization; analyze and interpret data; planning and managing projects, evaluate teachers using a performance evaluation tool, operating standard office equipment; and preparing and maintaining accurate records. Proficiency in the use of data to assess student progress and inform instructional practice, ABILITY is required to organize a significant number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; analyze data utilizing a variety of complex processes, and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize job-related equipment. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is limited to moderate. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; and working with detailed information/data. Ability is present to manage systemic change and successfully implement reform initiatives that produce significant gains in closing the achievement gap.

#### HOW TO APPLY

Furnish: (1) A letter indicating interest in the position; (2) A current professional resume; (3) Three professional references; (4) Professional credentials, certificates, and transcripts. The deadline to apply is 3:00 pm on Monday, February 13, 2023.

Apply to: Dr. Patrick Anderson Superintendent  
Wood River-Hartford School District #15  
[panderson@wrh15.org](mailto:panderson@wrh15.org)  
501 E Lorena Avenue  
Wood River, IL 62095