

# **Madison Community Unit School District #12**

**Job Title: Executive Director of Curriculum and Instruction**

**Reports to: Superintendent**

**Department: Academic Services**

**Number of Days: 12 Months**

**Compensation: Salary Negotiable**

**Overtime Status: Exempt**

**Job Date: July 1, 2017**

**Position Summary:** Under the direction of the Superintendent of Schools, the Executive Director of Curriculum and Instruction will oversee, manage and lead the development, selection, implementation, evaluation and refinement of the District's PreK-12 academic programming, curricula, and assessment system to help Madison CUSD #12 dramatically accelerate student achievement and reach Blue Ribbon Status. S/he will ensure that organizational systems and academic programs are established to ensure all students are college and career ready. S/he will also oversee the design and selection of assessments throughout the District.

The Executive Director will supervise and coordinate all activities related to:

- Curriculum and Instruction
- College and Career Readiness
- Concurrent Enrollment
- Interests/Internships
- Instructional Media and Library Services
- Advanced Placement

Rigor, Relevance and Relationships

## **Qualifications/Job Requirements:**

Education:

- Master's degree
- Illinois Administrative Certification

Experience:

- Minimum five years of verifiable experience as a successful classroom teacher and/or administrator in a K-12 urban school district.

Specific Training/Skills:

- Strong organizational, communication, and interpersonal skills.
- Ability to complete assignments and reports, along with preparing presentations for the public.
- Ability to balance several job functions at one time and work under a heavy work load.
- Ability to work in and contribute to creating a performance culture and highly collaborative environment.
- Ability to analyze statistical data for trends and standard performance in various programs and to develop strategies for improvement.
- Extensive knowledge of elementary & secondary curriculum and graduation requirements.

Physical Requirements:

- Standing
- Sitting
- Steps
- Walking
- Lifting
- Other Scope of Authority (If Applicable):
- Supervise and evaluate staff. Financial Responsibility (Such as budgetary responsibility, cash management, and purchasing):
- Participates in a group plan and/or budget development.

Customer Contacts:

- Internal: Central office administrators involved with curriculum development and implementation; principals and teachers who implement curriculum at the school level.
- External: Research specialists in other school districts; International Center for Leadership in Education, State Dept. of Education; US Dept. of Education.

Duties and Responsibilities:

- Participate in ongoing review of proposed programs to assess their effectiveness and alignment with current district initiatives.
- Facilitates curriculum development centered on the district school improvement initiatives.
- Facilitates curriculum mapping and the development of a viable curriculum for Madison School District #12.
- Facilitate the selection of textbooks and resource materials.

- Responsible for the preparation of High School Course of Study and various reports as needed.
- Uses organizational strategy to build a coherent plan for school improvement.
- Analyze data to evaluate the effectiveness of curriculum and teaching methods.
- Ensure that the school curriculum is aligned with PARCC/SAT and Illinois Learning Standards and Common Core Standards.
- Develop, implement, and evaluate curriculum for improvement of instruction and student achievement.
- Exhibits a knowledgeable, passionate, and enthusiastic commitment to continuous student improvement with a focus on the district's instructional priorities.
- Attend all instructional committee meetings and Board meetings.
- Plan and organize regular meetings with principals and asst. principals to coordinate a unified curriculum.
- Report to the Superintendent regarding benchmarks, instructional management data & progress toward meeting goals.
- Coordinate the recommendation, development, implementation, and evaluation of all instructional school improvement, curriculum, & instruction.
- Respond to public inquiries about curriculum and instruction, as directed by Superintendent.
- Work cross-functionally with other departmental staff to support individual student needs.
- Perform other duties or services as required.

Madison Community Unit School District #12 is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, sexual orientation, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

Contact person---

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 Madison CUSD#12  
 Phone: (618) 877-1712  
 Fax: (618) 877-2690

**Application Criteria:**

Letter of application

Resume

Three letters of Recommendation

**All interested applicants, please respond in writing by 3:30p.m., Monday, June 26, 2017.**

Madison CUSD #12 does not discriminate on the basis of race, color, national origin, sexual orientation, gender or disability.