

**Roswell Independent School District
Job Description**

Job Title: DIRECTOR OF INSTRUCTIONAL PROGRAMS

Reports To: ASSISTANT SUPERINTENDENT FOR INSTRUCTION

General Job Description:

Directs the instructional activities of the school system through the Instructional Division.

Essential Duties and Responsibilities:

1. Coordinates processes by which educational needs are assessed, goals are set, learning activities and materials are selected, and the curriculum is evaluated in order to assure a dynamic and effective instructional program.
2. Evaluates and is accountable for the successful implementation of all instructional programs.
3. Assist the teaching and learning process and provides training to administrators and teachers.
4. Assist the administration, and coordination of all District educational programs.
5. Coordinate activities between RISD and ENMU-R.
6. Ensures the understanding of the instructional objectives of the district and that they are fully implemented.
7. Conducts and coordinates the activities which result in the publication of all curriculum guides and materials.
8. Conducts instructional and curriculum related needs assessments to assist with long-range planning.
9. Conducts training programs aimed at identifying and substantive characteristics of effective teaching and learning.
10. Assures that the State and local standards are met and surpassed.
11. Make assessments to determine that curriculum objectives and goals are being implemented in the classroom.
12. Serves as a resource to provide insight for the enhancement of the teaching-learning outcomes.
13. Conducts the District curriculum and textbook adoptions and committee activity.
14. Makes recommendations relating to instructional budgetary needs.
15. Coordinates work with Librarians and Material Center Staff.
16. Meets with parents and students regarding options other than getting a GED.
17. Meets with or calls parents that need resolutions to concerns.
18. Meets with the Wellness Committee for monthly meetings.
19. Attends Board meetings and prepares such reports for the Board as the Assistant Superintendent for Instruction may request.
20. Attends monthly meetings for Gear-Up Academic Advisors.
21. Facilitates monthly meetings with Academic Advisors.
22. Facilitates the Civil Rights Data Collection and Report.
23. Facilitates the Middle School / High School Summer School.
24. Facilitates the Fall and Spring Dual Credit Registration for High School Students.
25. Facilitates the RISD Engenuity Credit Recovery Program.
26. Facilitates the IDEAL New Mexico Credit Recovery Program.
27. Facilitates the Wellness Programs for RISD and Chaves County.
28. Attends Character Counts monthly Executive Board Meetings.

Professional Development:

1. Creates an ongoing program of staff development designed to meet the changing professional needs of classroom teachers and principals.
2. Participates in the evaluation of instructional staff when requested. Guides the development, implementation, and evaluation of professional development and training programs for professional staff.
3. Provides information/training for principals and other supervisors as they relate to the instructional division. Plays a significant leadership role in fostering professional growth and improving staff morale throughout the District.
4. Keeps informed on the latest research trends and developments in all areas of education and initiates appropriate improvement activities.
5. Translates the objectives of the staff-development program into concrete guidelines, methods, and plans.

DIRECTOR OF INSTRUCTIONAL PROGRAMS (CONT'D)

6. Publicizes the offerings of the staff-development program.
7. Evaluate all staff-development activities and makes necessary modifications so that in-service becomes an integral part of all employees' job description.

Supervision and Growth Plans:

1. Coordinates the processes to be followed for effective supervision of instruction, and learning.
2. Oversees the development of supervisory practices which incorporate the latest research on effective teaching and learning.
3. Conducts on-site observations of instructional staff in their classroom activities to gather insight for the enhancement of teacher-learning programs.
4. Oversees the remediation and growth-plan program to assure that all staff members in need of further development are placed on a program of improvement.

Other Duties:

1. Assists in the preparation of the budget.
2. Attends Board meeting and prepares such reports for the Board as the Superintendent may request.
3. Assists in the development of recommended District policies and administrative regulations.
4. Treat people with dignity and respect while adhering to all stipulations in Board Policy 3110 Code of Ethics of the Roswell Independent School District and 3111 Code of Conduct of the Roswell Independent School District.
5. Performs additional duties and responsibilities as assigned by your supervisor.

Qualifications:

1. Master's Degree from an accredited College or University.
2. Current New Mexico Administrative license as required by the State of New Mexico.
3. A minimum of five years public school experience in an educational administrative setting.
4. Valid Driver's license and Car Insurance.

Physical Requirements:

Sitting, standing, lifting and carrying (up to 40 pounds), climbing stairs, reaching, squatting, kneeling, having full mobility of fingers/hands, and moving light furniture may be required, unless ADA accommodations have been mutually agreed on and does not create an undue hardship upon the district.

Safety and Health:

Knowledge of universal hygiene precautions (blood borne pathogens, body fluids, etc.)

Equipment/Material Handled:

Must know how to properly operate, or be willing to learn to operate, multi-media equipment including current technology as needed.

Work Environment:

Must be able to work within various degrees of noise and temperature. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hours work may be required. May make site visits when needed. May work under stressful conditions on occasion.

DIRECTOR OF INSTRUCTIONAL PROGRAMS (CONT'D)

Terms of Employment:

Salary and work year to be established by the Board.

I have read and understand the responsibilities and duties as described in this job description and can meet all essential functions.

Signature

Printed Name

Date