

Anoka-Hennepin Independent School District #11
Job Description

Title: Director of Secondary Curriculum, Instruction and Assessment
Department: Curriculum, Instruction and Assessment
Reports to: Associate Superintendent of High Schools
Prepared Date: March 1, 2004

SUMMARY of RESPONSIBILITIES

Assumes general responsibility for designing, implementing, maintaining, and evaluating Secondary and Advanced Learners' curriculum by performing the following duties.

DUTIES AND RESPONSIBILITIES

- Directs a comprehensive educational program for increased learner performance at the middle and high school levels.
- Recommends to the Superintendents appropriate secondary education programs and services which will serve the needs and interests of students.
- Supervises the process of developing and implementing preparatory advanced learner programs for middle school and advanced learner programs for high school (College-in-the-Schools, International Baccalaureate, Honors and Advanced Placement).
- Directs the process for Secondary and Advanced Learner curriculum review and revision.
- Develops the procedures for assessing student interests and needs in secondary education programs. Directs the development of registration guides, monitors course content and NCAA course descriptions.
- Supervises the activities of Teaching and Learning Specialists, clerical support staff, and conference services staff.
- Develops goals, processes and evaluation procedures for secondary education programs.
- Develops the structure and procedures for the involvement of staff and community in decision making related to secondary education programs.
- Directs the integration and articulation of instructional improvement practices.
- Directs, designs, and/or provides staff development programs for secondary licensed staff.
- Directs efforts to design appropriate measures of student assessment and school progress.
- Identifies grant opportunities and directs the writing and application process, directs the implementation of the program or services, monitors the budget and directs the evaluation of the grant-funded program or services.
- Provides leadership and direction to system's accountability.
- Assists the Superintendents in the development and implementation of building improvement and targeted instruction plans.
- Serves as the liaison between the District and other agencies and organizations related to secondary education.
- Serves as liaison between the District and other educational entities in sponsoring staff development activities within the District.
- Approves sabbatical leave programs for Secondary teachers.
- Coordinates professional level staff development programs for teachers.

- Performs other tasks and assumes other responsibilities as assigned.

SUPERVISORY RESPONSIBILITIES

Directly supervises 5-7 teachers (Teaching and Learning Specialists), 2-3 clerical support staff and 2 conference services staff. Carries out supervisory responsibilities in accordance with the District's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

EDUCATION and/or EXPERIENCE

Requires Master's degree in education or related field.

Demonstrated experience in curriculum development, instruction and assessment; experience in providing/presenting staff development in the area of curriculum development, delivery of curriculum, and assessment.

CERTIFICATES, LICENSES, REGISTRATIONS

Requires current valid Minnesota teaching license.

KNOWLEDGE, SKILLS & ABILITIES

Knowledge of curriculum, the instruction process and assessment of students and/or programs

Knowledge of child development and advanced learners

Knowledge of recent federal and state legislation concerning schools and standards.

Skilled in facilitating adult learning and development and presentation of staff development opportunities.

Ability to problem solve in a variety of settings.

Ability to maintain regular attendance, which includes completing an assigned day.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to talk, hear, stand; walk; sit; and lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and the ability to adjust focus. Work is often performed in buildings throughout the district. Ability to travel between buildings during the duty day is required.

WORK ENVIRONMENT

Most work is performed in an office setting, in meeting rooms or classrooms, often in buildings throughout the district. Ability to travel between buildings during the duty day is required.

Ability to work into evening hours is often required.