



Job Title: **Instructional Supports Administrator**

Department: **Instructional Supports**

Supervisor: **Director of Instructional Supports**

Lane Placement: **Administrative Lane 5**

Schedule: **8 hrs / 242 days** Evaluation Group: **CLASS**

FLSA Classification: **Exempt**

JOB DESCRIPTION

Under the direction of the Director of Instructional Supports, the Instructional Supports Administrator will provide District leadership and support to schools in order to implement high quality curriculum, evidence-based instructional practices, education technology, and college-career ready programs and supports. This administrator will also work collaboratively across District departments to support educator evaluation, sustain the CSD MTSS framework and align supports for all students. To this end, collaboration with institutions of higher education, grant writing, and professional learning will be essential.

ESSENTIAL FUNCTIONS

- Providing leadership and expertise in the areas of standards, curriculum development, instruction, and formative assessment
- Providing leadership and expertise in education technology to support quality instruction, collaboration, and data-based decision making
- Providing leadership and expertise in team-based problem solving for systematic school improvement (e.g. Building Leadership Teams, Instructional Professional Learning Communities)
- Facilitating systematic professional development and systems supports in evidence-based instruction and intervention (planning, developing, coordinating, implementing, and monitoring)
- Developing protocols, manuals, and resources that support the implementation of the CSD MTSS framework
- Evaluating, supporting, and coaching Instructional Support Specialists, Education Technology Specialists, and Instructional Coaches
- Working collaboratively with university, governmental, and local education agencies
- Keeping abreast of current educational research and practices
- Completing grants to sustain funding and support innovative practices
- Participating on District and State teams and committees
- Predictable and reliable attendance

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

QUALIFICATION REQUIREMENTS

- Valid Professional Educator License for the State of Utah with a "License Area of Concentration" of "Administrative/Supervisory (K-12)"
- Master's or Ph.D Degree from an accredited college or university
- Successful administrative experience in public schools
- Expert knowledge in curriculum development and implementation
- Expert knowledge in implementing Multi-Tiered Systems of Support
- Expert knowledge in current research related to literacy, mathematics, and instructional practices
- Expert knowledge of implementing effective education technology to support learning and teacher effectiveness
- Expert knowledge in data analysis for decision-making
- Comprehensive understanding of Utah Core Standards and related testing systems
- Understanding of federally funded education programs including ESSA
- Excellent verbal and written communication skills
- The ability to facilitate discussions and collaboration
- Demonstrated strong analytical skills and abilities
- Growth mind set and willingness to learn
- Ability to effectively present information and respond to questions from principals, directors, cabinet, employees or the general public
- Ability to coordinate projects, manage project team activities and communicate progress or resolution of team activities
- Ability to evaluate and make timely decisions on key issues while exhibiting sound and accurate judgment skills
- Requires a valid driver's license.
- Incumbent must be fingerprinted and clear a criminal background check.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

PHYSICAL REQUIREMENTS---Not limited to the following:

- Requires sitting, standing and walking. Uses fingers and arms to keyboard, pick-up, and hold; uses eyes, ears and voice for communication.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Requires the ability to lift a minimum of ten (10) pounds.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

Note: This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.

All employees are required to participate in the District evaluation process.
It is the employee's responsibility to review and adhere to all district policies and procedures.
This information may be reviewed at www.canyonsdistrict.org