



Job Title: **Director of Instructional Supports**

Department: **Instructional Supports**

Supervisor: **Chief Academic Officer**

Lane Placement: **Administrative Lane 8**

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

FLSA Classification: **Exempt**

JOB DESCRIPTION

The Director of K-6 Curriculum, Learning and Research Based Instruction will work collaboratively as part of a three member team that includes the Director of 7-16 Curriculum, Learning, and Research Based Instruction and the Director of Institutional Research. The team will conduct, gather, and synthesize scientifically based research instructional activities, professional development, and assessment that will promote within CSD a focused and strategic direction for maximizing student achievement for all students. Team members will be supervised by the Deputy Superintendent for Student Achievement and work closely with the CSD Superintendent. They will also collaborate with all K-16 and other Instructional Directors and staff as they provide leadership for student achievement. The position may also include supervisory duties.

ESSENTIAL FUNCTIONS

- Master's Degree and current Utah Administrative/Supervisory endorsement by July 2009. Ph.D. earned or in progress with a major emphasis on educational research, measurement, and evaluation.
- Minimum of five years experience leading effective, innovative educational programs and professional development (planning, developing, providing, and evaluating).
- Demonstrated success facilitating systematic personnel development and systems supports in scientifically, research based instruction and intervention (planning, developing, coordinating, and facilitating).
- Demonstrated success evaluating, supporting, and coaching educational professionals.
- Demonstrated skills working collaboratively with University, Governmental and local education agencies.
- Demonstrated experience working effectively with policy makers at all levels of the educational system (national, state, and local).
- Demonstrated strong written and oral communication skills and team building skills.
- Demonstrated strong analytical skills and abilities.
- Strong track record of working collaboratively across an education system to promote improved results for all students.
- Extensive experience across all levels of education, coordinating and aligning services and supports.
- Maintenance of a broad national network of contacts related to educational innovation and accountability.
- Demonstrated ability to lead staff through implementation of a new educational structure with a focus on student achievement.
- Demonstrated skill in working with a wide range of stakeholders.
- Extensive experience in the areas of written curriculum, instructional practices, effective interventions, special education, assessment, and standards.
- 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

- Incumbent must be fingerprinted and clear a criminal backgrounds 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:

- 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

ADA _____

HR _____

Effective date: 11/01/2019