



Job Title: **Director of K16 Instructional Achievement**
 Department: **K-16 Elementary/Secondary**
 Supervisor: **Deputy Superintendent of Instructional Achievement**
 Lane Placement: **Administrative Lane 9**
 Schedule: **8 hrs / 242 days** Evaluation Group: **CLASS**
 FLSA Classification: **Exempt**

JOB DESCRIPTION

The Director of K16 Instructional Achievement for each administrative area is a member of the Superintendent's Cabinet and is responsible to provide leadership and direction in all matters pertaining to both the district programs coordinated and to all regular schools in the assigned administrative area.

ESSENTIAL FUNCTIONS

- Prepare and present reports and recommendations to the Board of Education regarding District programs coordinated and activities of the schools in assigned administrative areas and respond to the requests of the Board as required.
- Supervises principals in the operation of District programs coordinated and activities of schools in the assigned administrative areas to ensure compliance with Board goals, policies and guidelines.
- Disseminate and interpret information to employees or media concerning district programs coordinated and activities of the schools in assigned administrative areas and respond to community problems and concerns.
- Provide professional leadership to the community in educational matters and effectively use parents, community volunteers and ad hoc parent advisory committees.
- Implement, in support of district wide program, a systematic approach to public relations and communications with the community and district employees.
- Provide leadership and direction in implementing personnel policies and programs pertaining to assigned district staff and to the staff of the schools in assigned administrative areas.
- Administer personnel policies pertaining to assigned district staff and staff of schools in assigned administrative areas and assist the Department of Human Resources in the employment and dismissal of personnel.
- Manage appropriate budget allocations to provide fiscal accountability in the schools of assigned administrative area and assist in the preparation of the district budget.
- Ensure the implementation of policies, guidelines and procedures for effective utilization of physical facilities of schools in assigned administrative areas.
- Provide leadership and direction in the development of district wide educational specifications to assist in planning for future facilities and sites.
- Provide leadership and direction in all matters relating to educational programs and practices for assigned personnel and for assigned administrative areas, including:
 - Keep abreast of trends and developments in curriculum and instruction.
 - Determine educational needs.
 - Develop programs based upon established needs.
 - Supervise the implementation of instructional programs.
 - Monitor the effectiveness of instructional programs.
 - Manage district, State and Federal programs and projects.
- Provide leadership and direction in coordination of district wide programs and activities as assigned.

- Implement the district system for properly assessing and reporting pupil progress to parents.
- Manage the development and implementation of appropriate programs to maintain proper student behavior and discipline.
- Ensure that district programs coordinated are managed effectively and efficiently.
- Ensure that financial revenues are projected, budgets are recommended and monitored and financial reports are prepared for district programs coordinated.
- Manage the distribution, utilization and inventory of instruction-related materials in district programs coordinated and in the schools in assigned administrative areas.
- Administer enrollment and attendance policies and procedures and assure the establishment and maintenance of proper student records.
- Provide leadership for establishment of school boundaries and coordinate assignment of students to schools.
- Support district efforts to establish liaison with the community agencies providing services to families and children.
- Assist in development and implementation of procedures that provide for the health and safety of students and employees.
- Ensure that established policies and guidelines regarding the security of facilities and property are implemented.
- Ensure that programs providing auxiliary instructional services for students are implemented.
- Implement and monitor Federal programs and projects to ensure compliance with District, State and Federal regulations.
- Cooperate with the Superintendent of Schools in coordination of an appropriate liaison with the Utah State Office of Education.
- Assist in development of the District calendar.
- Develop, implement and evaluate short and long-range planning procedures, utilizing appropriate management systems and accountability procedures with assigned district staff and the staff of schools in assigned administrative areas.
- Represent the district at local, State and national meetings and participate in appropriate professional organizations.

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

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 _____