

## SCHOOL DISTRICT OF SARASOTA COUNTY

### JOB DESCRIPTION

#### DIRECTOR, INSTRUCTIONAL SUPPORT AND SCHOOL IMPROVEMENT

**SALARY SCHEDULE: ADMINISTRATIVE – C**

**COST CENTER: SCHOOL IMPROVEMENT AND STAFF DEVELOPMENT (9053)**

**QUALIFICATIONS:**

- (1) Master's Degree from an accredited educational institution.
- (2) Minimum of three (3) years experience in school-based and/or central office educational leadership.
- (3) Certification in Educational Leadership.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Broad knowledge of curriculum development and management. Awareness of current trends in curriculum, teaching methods and strategies. Ability to analyze data and skills to format data into effective programs. Ability to communicate effectively across a wide spectrum of people. Ability to prioritize functions and manage time and stress effectively.

**REPORTS TO:**

Executive Director, Curriculum and Instruction

#### JOB GOAL

To provide administrative oversight and leadership for the professional development system, the Teacher Performance Appraisal System, the school improvement system and the instructional management system.

**SUPERVISES:**

Supervisor, Professional Development  
Teacher Coordinators  
Clerical Staff as assigned

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Survey for instructional staff development needs.
- \* (2) Provide ongoing professional growth opportunities to instructional, administrative and classified personnel.
- \* (3) Establish and implement teacher recognition programs.
- \* (4) Oversee District testing programs related to the instructional management system.
- \* (5) Provide technical assistance to schools in writing School Improvement Programs.
- \* (6) Provide school site-based personnel with the requirements (laws / regulations) pertaining to school improvement.
- \* (7) Provide training and maintain resources needed to support school improvement.
- \* (8) Supervise and coordinate the implementation of the District instructional management system.
- \* (9) Assist in the development of department budgets and monitor expenditures.
- \* (10) Oversee the District's professional development system and maintain the program within District and state guidelines.
- \* (11) Oversee the District's induction program for new teachers.
- \* (12) Oversee the District's school improvement process and maintain the program within District and state guidelines.

**DIRECTOR, CURRICULM, INSTRUCTIONAL SUPPORT AND SCHOOL IMPROVEMENT (Continued)**

- \*(13) Direct the teacher appraisal system and maintain the program within the guidelines of the agreements between the School Board and Sarasota County Teachers' Association.
- \*(14) Oversee the assistance program for teachers within the framework of the Teacher Performance Appraisal System.
- \*(15) Work with the Human Resources Department to establish reasonable procedures and timelines for applying strategies for professional appraisals.
- \*(16) Develop and maintain a professional library.
- \*(17) Assist with the implementation of the District's curriculum.
- \*(18) Establish and maintain effective channels of communication with all stakeholders.
- \*(19) Serve as District contact person for professional development, school improvement and instructional management systems.
- \*(20) Assist in the interpretation of programs, philosophy and policies of the District to staff, students and the community.
- \*(21) Interact with parents, outside agencies, business and community to enhance understanding of district initiatives and priorities and to elicit support and assistance.
- \*(22) Respond to inquiries or concerns in a timely manner.
- \*(23) Keep supervisor informed of potential problems or unusual events.
- \*(24) Work closely with District and school staffs to support school improvement initiatives and processes.
- \*(25) Disseminate information and current research to appropriate personnel.
- \*(26) Keep well informed about current trends and best practices in areas of responsibility.
- \*(27) Facilitate the development, implementation and evaluation of staff development activities in assigned areas.
- \*(28) Promote and support professional growth for self and others.
- \*(29) Develop annual goals and objectives consistent with and in support of District goals and priorities.
- \*(30) Maintain a network of peer contacts through professional organizations.
- \*(31) Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.
- \*(32) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- \*(33) Prepare or oversee the preparation of all required reports and maintain appropriate records.
- \*(34) Serve on District, state or community councils or committees as assigned or appropriate.
- \*(35) Represent, consistently, the District in a positive and professional manner.
- \*(36) Provide leadership and direction for the assigned areas of responsibility.
- \*(37) Provide leadership and guidance in the development of annual goals and objectives for assigned department or program.
- \*(38) Utilize appropriate strategies and problem-solving tools to make decisions concerning planning, utilization of funds, delivering services and evaluation of services provided.
- \*(39) Assist in implementing the District's goals and strategic commitments.
- \*(40) Exercise proactive leadership in promoting the vision and mission of the District.
- \*(41) Provide oversight and direction for cooperative planning with other agencies.
- \*(42) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- \*(43) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- \*(44) Facilitate problem solving by individuals or groups.
- \*(45) Perform other incidental tasks consistent with the goals and objectives of this position.

**DIRECTOR, CURRICULM, INSTRUCTIONAL SUPPORT AND SCHOOL IMPROVEMENT** (Continued)

- \*(46) Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.

**PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**Job Description Supplement No. 10**

\*Essential Performance Responsibilities