# JOB DESCRIPTION

<table>
<thead>
<tr>
<th>POSITION TITLE:</th>
<th>Director, Instruction &amp; Innovative Practice</th>
<th>JOB CODE:</th>
<th>620A</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIVISION:</td>
<td>Academic</td>
<td>SALARY SCHEDULE:</td>
<td>Annual Central Office Personnel</td>
</tr>
<tr>
<td>DEPARTMENT:</td>
<td>Teaching &amp; Learning</td>
<td>WORK DAYS:</td>
<td>238</td>
</tr>
<tr>
<td>REPORTS TO:</td>
<td>Assistant Superintendent, Teaching &amp; Learning</td>
<td>PAY GRADE:</td>
<td>Director (CDR 5, 6, or 7)</td>
</tr>
<tr>
<td>FLSA:</td>
<td>Exempt</td>
<td>PAY FREQUENCY:</td>
<td>Monthly</td>
</tr>
</tbody>
</table>

**PRIMARY FUNCTION:** Provides leadership in the development, implementation, and evaluation of comprehensive instructional programs; plans, develops, organizes, and implements the policies, regulations, guidelines, and procedures pertaining to instruction and instructional resources.

**REQUIREMENTS:**

1. **Educational Level:** Master Degree required; Specialist Degree preferred
2. **Certification/License Required:** Valid Georgia Educational Leadership Certificate
3. **Experience:** 5 years in K-12 school programs; 3 years building or district level leadership experience; school principal experience preferred
4. **Physical Activities:** Routine physical activities that are required to fulfill job responsibilities
5. **Knowledge, Skills, & Abilities:** Written and oral communication, organization, computer technology skills, leadership, interpersonal and public relations

*The Board of Education and the Superintendent may accept alternatives to some of the above requirements.*

**ESSENTIAL DUTIES:**

1. Demonstrates prompt and regular attendance.
3. Assists with selection and staffing of Department personnel and conducts performance evaluations of all instructional/content supervisors.
4. Assists with program planning and evaluation to improve the efficiency and effectiveness of instructional initiatives.
5. Collaborates with other directors to support standards-based classrooms.
6. Prepares and maintains an annual budget for all learning programs to ensure long-term and short-term plans are aligned with District and State priorities.
7. Represents the District and the Division of Teaching & Learning on cross-functional, system-wide, and community-based committees as directed by the Assistant Superintendent of Teaching & Learning.
8. Promotes effective instructional practices and communication that support high levels of instruction through the use of research-based data driven best practices.
9. Performs other duties as assigned by the Assistant Superintendent of Teaching & Learning.

Signature of Employee _____________________________ Date ____________________________

Signature of Supervisor ___________________________ Date ____________________________