



EMPLOYEE NAME: \_\_\_\_\_

Revised: 4/12; 10/12; 2/14; 12/14; 5/16; 6/17; 6/18; 4/20;8/21

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Director, Instruction & Innovative Practice	<b>JOB CODE:</b> 620A
<b>DIVISION:</b> Academic-Teaching & Learning	<b>SALARY SCHEDULE:</b> Annual Central Office Personnel
<b>DEPARTMENT:</b> Instruction & Innovative Practices	<b>WORKDAYS:</b> 238
<b>REPORTS TO:</b> Assistant Superintendent, Teaching & Learning	<b>PAY GRADE:</b> Director (CDR 5,6, or 7)
<b>FLSA:</b> Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> 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.
2.	Provides supervision, support, and leadership development for the Supervisors of English/Language Arts, Mathematics, Science, Social Studies, Health/PE, Professional Learning, Early Learning and World Languages.
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 \_\_\_\_\_