



EMPLOYEE NAME: _____

Revised: 4/12; 10/12; 2/14; 12/14; 5/16; 6/17; 6/18; 4/20;8/21;11/23

JOB DESCRIPTION

POSITION TITLE: Director, Instruction & Innovative Practice	JOB CODE: 620A
DIVISION: Academic-Teaching & Learning	SALARY SCHEDULE: Annual Central Office Personnel
DEPARTMENT: Instruction & Innovative Practices	WORKDAYS: Annual Administrative Employees
REPORTS TO: Assistant Superintendent, Teaching & Learning	PAY GRADE: Director (CDR 5,6, or 7)
FLSA: Exempt	PAY FREQUENCY: Monthly
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’s 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, 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 _____