

**St Francis School District  
Job Description**

**Job Title:** Director of Curriculum and Instruction  
**Job Category:** Professional/Administrator

**Reports to:** Superintendent  
**FLSA Status:** Exempt

**SUMMARY** – Director of Curriculum and Instruction is responsible for the implementation of curricular services to best serve all of our students. The Director will facilitate the work of faculty and staff to create and implement plans relating to all aspects of instruction, and staff development to achieve the standards and goals of the District. The Director will carry out the duties identified within this document and all other duties that may accrue or be assigned by the Superintendent and the School Board.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following (other duties may be assigned):

1. Provide leadership in all areas related to curriculum, instruction and assessment resulting in improved learning.
2. Execute all functions of the position in compliance with directives from the superintendent, established school board policies, local ordinances, Wisconsin state statutes and relevant federal legislation.
3. Participate in the orientation of all professional staff members as directed by the superintendent.
4. Function as a member of the administrative leadership team, be actively involved in the formulation of policy and participate in decision-making processes.
5. Meet deadlines while effectively balancing administrative responsibilities.
6. Facilitate the efforts of the K-12 staff in the assessment and improvement of the instructional program.
7. Provide leadership to guide the growth and innovation of our instructional services program.
8. Coordinate the production of curriculum and instructional materials to promote the implementation and communication of the instructional program.
9. Provide leadership and coordination to the building-level and district-level instructional teams, principals and faculty leaders.
10. Provide leadership and support to integrate instruction for students with special needs and other special populations.
11. Develop and leads the implementation of all Federal and State grants.
12. Develop and leads the initiation and improvement of all mandated student programs.
13. Provide leadership, coordination and implementation of the district-wide staff development program.
14. Serve as a role model for students by conducting self as a responsible, intelligent citizen.
15. Instill in students the belief in and practice of ethical principles and democratic values.

**EDUCATION and/or EXPERIENCE**

1. Master's degree or equivalent;
2. minimum of three years of teaching experience;
3. administrative experience as a principal or assistant principal highly desired.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Wisconsin Administrative License issued by the Department of Public Instruction (10 and 51)

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty and responsibility satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**LANGUAGE SKILLS**

1. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
2. Ability to write routine reports and correspondence.
3. Ability to speak effectively and make meaningful presentations before groups of students, employees, community members, and the Board of Education.
4. Ability to write articles for publication that conform to prescribed style and format.

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**MATHEMATICAL SKILLS**

1. Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.
2. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY**

1. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
2. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**PHYSICAL DEMANDS** - The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job:

1. physically manage or restrain disruptive students when necessary;
2. regularly sit and talk or hear and operate a telephone and/or computer;
3. frequently stand; walk and reach with hands and arms;
4. occasionally lift and/or move up to 50 pounds;
5. 20/20 vision, close vision and depth perception.

**WORK ENVIRONMENT** - The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job:

1. regularly works indoors and will occasionally work outdoors;
2. the noise level in the work environment ranges from quiet to loud, but is usually moderate.

**DRUG-FREE WORKPLACE** - The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy [3122](#) throughout his/her employment in the District.

*The information contained in this job description is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned. This job description is intended to comply with the American with Disabilities Act; reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*