

Job Title:	DIRECTOR OF ACADEMIC SERVICES
Department:	Administration/Student Services
Reports to:	Superintendent, Assistant Superintendent
Classification:	Exempt / Certified Staff
Employment:	12 months / Contract
Evaluation:	Performance of this job will be evaluated in accordance with provisions of the board's policy on evaluation of administration personnel.

SUMMARY

The Director of Academic Services is responsible for the development and implementation of all components of the district's instructional program.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

1. Oversees the development of curriculum in kindergarten through grade 12.
2. Researches available instructional programs and materials.
3. Assures the articulation and sequentiality between the various grade levels and administrative units of the school district.
4. Has responsibility to schedule and preside over meetings of the school curriculum committee.
5. Plans for the scheduled review and revision of the school curriculum.
6. Appoints such non-staff members to the Curriculum Review Committee as is appropriate; including students and patrons of the district.
7. Makes recommendations to the Board regarding the purchase or use of instructional programs and materials.
8. Coordinates the Missouri School Improvement Program (MSIP) review.
9. Provides leadership for positive instructional/educational change.
10. Organizes staff development activities for the district.
11. Conducts a yearly survey as to staff wants/needs in the areas of staff development.
12. Develops and monitors implementation of the district assessment program as described in the district's "Assessment Plan".
13. Works with the Assistant Superintendent in all areas of curriculum and staff development concerning all staff members.
14. Assists with implementation of all special instructional programs, except special education, including programs for homeless children, gifted students, English language learners, migrant children and the Title I program.
15. Provides support to teacher/building groups in the writing of incentive grants.
16. Attends grade level and subject area meetings of grades K-12.
17. Serves as a community resource for assessment and curricular issues.
18. Sets up summer meetings of grade level and subject area teachers to develop curriculum.

19. Sets up workshops by scheduling meeting places, providing equipment for workshop presenters as well as requesting snacks & materials for teachers in attendance.
20. Monitors district-wide student progress toward achievement of instructional objectives.
21. Stays abreast of current developments in education field (instruction, curriculum, staff development, etc.)
22. Oversees the PDC to implement the district's professional development plan.
23. Serves as Summer School coordinator.
24. Maintains confidential nature of all school-related matters.
25. Performs other tasks and assumes other responsibilities as assigned by the Superintendent.

SUPERVISORY DUTIES

1. Instructional Specialists
2. Summer School Faculty and Staff

QUALIFICATIONS

Background Checks

Clearance on all background checks required by law that is satisfactory to the Administration.

Education/Experience

The Director of Academic Services must hold a Master's Degree in Education with three years experience in administration and have an established record of successful experience as a teacher and as a Curriculum Development Supervisor. He or she must have full knowledge of the new Missouri Standards and Assessment Programs.

Certificates, Licenses, Registrations

Appropriate certification in field.

SKILLS AND ABILITIES

Language

This position requires strong written and verbal communication skills. The individual who holds this position must:

- Have sufficient reading skills to interpret educational, scientific and technical journal articles, financial reports, Board policy, governmental guidance and regulation and legal documents.
- Have listening skills sufficient to receive inquiries and complaints and respond appropriately
- Be able to make effective presentations to the Board, staff and community

Computation

Ability to do basic mathematic calculations and apply concepts such as fractions, percentages, ratios and proportions to practical situations.

Reasoning

Ability to define problems, collect data, verify facts, make valid conclusions and deal with abstract concepts.

Technology

This position requires basic skills in the use of computers and hand-held electronic devices and phones.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Physical Requirements

The individual who holds this position is regularly required to walk, hear and speak and must have close moderate and distance vision ability.

Physical requirements also include, but are not limited to, sitting (normal seated position), standing, walking (level or uneven surface), bending/twisting neck, bending/twisting at the waist, kneeling, crouching, crawling, climbing, reaching, lifting (up to 50 lbs.), carrying objects (up to 50 lbs.) while walking, pushing, pulling, presence of heat (summer high temperatures, high humidity, ovens, furnaces, etc.), presence of cold (winter low temperatures, walk-in refrigerator/freezer).

Travel

This individual must be able to travel between district facilities. The position requires a moderate amount of travel, both in and out of state.

Attendance

Regular attendance is an essential component of student learning.

CONDITIONS AND ENVIRONMENT

The work conditions and environment described here are representative of those that an individual will encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The work environment is consistent with a typical office environment. May occasionally work in a noisy school environment.

As a political subdivision, employer, recipient of federal funds, and educational institution, the Board of Education is prohibited from, and hereby declares a policy against engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, sex, national origin, ancestry, disability, age, or use of leave protected by the Family and Medical Leave Act, in its programs, activities, and with regard to employment. The Board is an equal opportunity employer.