

## Administrative Alignment

CCB-R

Alternative #1: Having a Director of Instruction and a Director of Special Education

1. Each of the above persons has co-equal authority and responsibility with the building principal for the success in the respective areas.
2. The building principal shall have the basic responsibility for what happens with students and staff in that building.
3. The attached job description generally outlines the basic responsibility for each of the two positions. The only change in the Director of Instruction job description is the addition of the language describing the relationship of the principal and the Director of Instruction in terms of classroom supervision, and a description of the participation of the Director of Instruction with the superintendent at the principals summative conference.
4. Curriculum development is an on-going process. Now that we have generally outlined our curriculum, we must continually review and revise toward more improvement. The Director of Instruction must keep abreast of the current trends and developments. This person must then train the principals who transmit the attained knowledge to their respective staffs. The Applied Algebra course is an example of a change in approach in math.
5. Having a Director of Instruction on staff will enable the principals to continue the percentage of monitoring of staff in the classroom. This is an essential element of our current district organization (the minimum of 50% in the classroom).
6. The Director of Instruction shall work with the principals to improve their skills in supervision, modeling the district plan. The two people should, periodically, visit a classroom together, comparing notes and observations, thereby providing a vehicle for improvement of supervision practices.
7. A prime element of the NCA standards will be the development of a district database in the area of student achievement within the curriculum areas. It will take the entire administrative staff to develop the plan and to accomplish the collection of the data.
8. The Director of Instruction has prime responsibilities with the NCA process since so much of the evaluation of the crucial element of any school is the curriculum and the achievement of students operating in the curriculum areas.
9. There is no doubt that we need to have a full-time Director of Special Education. We tried to combine the position with that of the Director of Instruction and found that 3/4ths of the time was taken up with special education.
10. The superintendent is the coordinator of all the programs in the district in addition to the general administration of the district. He supervises and works with the other administrators.

Adopted: July 18, 1990