

ACESC Job Description 2022 Executive Director of Instruction

Qualifications:	<p>Master's Degree</p> <p>License – Supervisor, Principal, Local Superintendent or Superintendent</p> <p>Experience – minimum of two years service as a curriculum supervisor, or school administrator. Such other alternatives as the Board may find appropriate and acceptable.</p>
Reporting To:	Superintendent and West Central Learning Academy (WCLA) Board
Supervises:	Curriculum Supervisors, WCLA Staff, and others as the Superintendent may direct
Job Goals:	Shall provide leadership in the development, implementation, and delivery of curriculum and instruction for grades 9-12; oversees and facilitates professional development; and serves as the Executive Officer of WCLA; and will provide support, information, and tools to meet the goals of the ACESC and stakeholders.
Performance Responsibilities:	<ol style="list-style-type: none">1. To serve in the absence of the ACESC Superintendent.2. To serve as the chief executive officer of WCLA.3. To serve as the 9-12 Secondary Director of Curriculum and Instruction4. To coordinate the State's review and evaluation of education programs and other such state or federal reviews; produce and maintain appropriate records and documentation.5. To assist the Superintendent in supervision/evaluation of ACESC staff and programs6. To assist the Superintendent of schools with interviewing and selecting staff for presentation to the Board; when appropriate.7. To guide development, planning, creating, implementation and evaluation of professional development programs for certificated personnel.8. Attends local, ESC, regional, and state meetings and share communications.9. Works with ACESC leadership team to plan and monitor strategic initiatives.10. Provides leadership and encourages and implements innovations, e.g. research-based best-practice strategies, services and programming to support state mandates.11. To assist the Superintendent in supervision/ evaluation of ACESC staff, programs,12. To assist the Superintendent of schools with interviewing and selecting staff for presentation to the Board when appropriate.13. Perform such other tasks and assume other responsibilities as the Superintendent may directs. <p>WCLA Performance Responsibilities:</p> <ol style="list-style-type: none">1. Works with the Treasurer in the preparation of the annual budget, appropriation resolution, and other state and local reports.2. Works with the Treasurer and Executive Assistant on contracts with districts and other agencies who may use WCLA services/programs.3. Consults with local superintendents and principals in matters pertaining to WCLA.4. Approves budget/requisitions as appropriate.5. Reviews, develops, and recommends policies for the WCLA.6. Implements and continuously assess' policies and practices.7. Prepares WCLA board meeting agendas.8. Prepares and submits to the Board recommendations relative to matters requiring Board action; placing before the Board such necessary and helpful facts, information, and reports as needed to ensure the making of informed decisions.9. Authorizes the purchase of equipment, supplies, services, and facilities upgrade that are appropriate for the purposes and needs of the WCLA.10. Formulates salary schedule and benefit package recommendations.11. Recruits and retains quality staff.12. Provides and implements a plan of assessment and evaluation for employees of the WCLA as well as personally assess and evaluate select administrative personnel.13. Prepares reports required by ODE and sponsors.

9-12 Secondary Education Curriculum and Instruction Director Performance Responsibilities:

1. Serves as county-level leader and general resource person in matters relating to 9-12 secondary curriculum development and evaluation.
2. Coordinates the 9-12 secondary instructional program in a manner consistent with ACESSC and client goals and objectives.
3. Works with 9-12 Allen county principals in the continuing evaluation of programs to improve student achievement.
4. Coordinates 9-12 county-wide HS principal meetings.
5. Provides county-level liaison services on matters pertaining to 9-12 secondary education, such as College Credit Plus, graduation requirements, and career tech.

Professional Development Performance Responsibilities:

1. Oversees county-wide professional development offerings. Serves as facilitator/trainer, when appropriate.
2. Coordinates professional development calendar.
3. Maintains awareness and interprets the impact of legislation, legal decisions and regulations pertaining to state standards, state assessments, and educator evaluation systems. Provides professional development opportunities, as needed.
4. Consults with local school administrators and ACESSC leadership team regarding education laws, standards, policies and procedures. Provides professional development opportunities, as needed.

Physical/Mental/ Work Hazards

Works in school buildings under a fast-paced sometimes stressful environment requiring standing, walking, lifting, bending, reaching, pulling, and grasping,

Travel Requirements

Travel to school building, city/state agencies and professional meetings as required.

Evaluation:

Performance of this job will be evaluated in accordance with provisions of the Allen County Board policy on evaluation of certificated personnel.

February 2022