

ISSAQUAH SCHOOL DISTRICT JOB DESCRIPTION

TITLE: Director of Instructional Support

DEPARTMENT: Administrative Building

REPORTS TO: Executive Director of Teaching and Learning

Position Summary:

The Director of Instructional Support is responsible for coordinating support for K-12 instruction to improve student learning, the director collaborates with principals, teachers, and administrators to design and provide professional development to achieve this end. The director facilitates district curriculum reviews and He/she helps the district continually improve its effectiveness and efficiency in meeting the educational needs of all students.

ESSENTIAL FUNCTIONS:

- Plan and coordinate assigned curriculum reviews and materials adoption processes.
- Provide K-12 articulation in assigned curricular areas.
- Develop and document ISD curriculum for assigned areas as needed.
- Support instructional improvement that will result in improved K-12 student learning.
- Develop and coordinate Federal and State grants.
- Collaborate with the Executive Director of Teaching and Learning and the Director of Assessment and Research by demonstrating open communication, integrity and professionalism.
- Demonstrate support for the vision in the TLS Department as established by the Executive Director of Teaching and Learning.
- Lead teacher subject area meetings as assigned.
- Provide professional development in schools at staff meetings, grade level or department meetings, site councils, and other times as appropriate.
- Provide professional development in instructional strategies for teachers, principals and other staff.
- Assist principals and building teams as they align curriculum, assessment and instruction and implement their school Continuous Improvement Plan.
- Support teachers in implementing Common Core State Standards and district curriculum initiatives.
- Infuse educational technology in all instructional work as appropriate.
- Assist teachers in using performance assessment as part of their instruction and in using the data to determine next instructional steps.
- Infuse the use of data in all work as appropriate.
- Collaborate with the Executive Director of Teaching and Learning and the Director of Assessment and Research to select, create and evaluate summative, interim, formative and performance task assessments for all grade levels and subject areas.
- Provide professional development on Common Core State Standards, thinking skills, and assessment practices as part of instruction and instructional decision-making,
- Conduct parent meetings to inform and familiarize parents with the Common Core State Standards and district curriculum.
- Coordinate with state agencies on curriculum and instruction implications of school reform and plan strategies to align district practices.
- Work with and support curriculum specialists so that effective instructional strategies are appropriately integrated into all committee work, projects, and products.
- Remain informed about effective practices in curriculum, instruction, and assessment and share pertinent information with district personnel.
- Assist the Executive Director of Teaching and Learning in ensuring alignment of the district curriculum, instructional practice, and assessment.
- Possess knowledge of and adhere to Governing Policies and District Regulations and Procedures.
- Participate in special projects as assigned and perform related duties and key responsibilities consistent with the

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scope and intent of the position.

QUALIFICATIONS:

- Master's Degree or above
- Washington State Administrative Credential
- School level administrative experience preferred
- Deep understanding of the Common Core State Standards
- Broad, strong knowledge of K-12 curriculum, instruction, and assessment
- Demonstrated ability to collaborate, problem-solve, and provide supportive supervision
- Broad, strong knowledge of the basic tenets of the school improvement directions of Washington State and knowledge of how these can be practically implemented to improve student learning in the Issaquah School District.
- Broad, strong knowledge of best instructional practices
- Demonstrated ability to support teachers through effective professional development
- Demonstrated ability to interact effectively with people in a variety of situations
- Demonstrated ability in effective oral and written communication
- Demonstrated ability in planning, organizing, and implementing programs and schedules
- Demonstrated ability to write grants and insure compliance with state and federal guidelines
- Demonstrated ability to lead organizational change management and project management
- Demonstrated ability as a leader/manager, including the ability to reduce and resolve conflicts, set and maintain clear priorities, remove obstacles for others, implement viable solutions to problems, evaluate results, and help others improve performance

EDUCATION: Masters Degree, Administrative Certificate,

EXPERIENCE: Five years of increasingly responsible experience in business and finance.

CERTIFICATES & LICENSES: Valid Washington State teaching and/or administrative certificate. Valid WA State driver's license and appropriate insurance required. Must maintain as current any certification or license listed herein and held at hire date.

REQUIRED TESTING: None Specified

CONTINUING EDUC. /TRAINING: Maintaining current knowledge of technology programs, curricular requirements, and evaluation frameworks.

CLEARANCES: Criminal Justice Fingerprint/Background Clearance

FLSA STATUS: Exempt

BARGAINING UNIT: Unrepresented