

Anoka-Hennepin Independent School District #11
Job Description

Title: Director of Secondary Curriculum, Instruction, and Assessment
Department: Curriculum, Instruction, and Assessment
Reports to: Associate Superintendents of Middle Schools and High Schools
Prepared Date: February 2022

SUMMARY of RESPONSIBILITIES

Assumes general responsibility for designing, implementing, maintaining, and evaluating Secondary and Advanced Learners' curriculum by performing the following duties.

DUTIES AND RESPONSIBILITIES

- Direct a comprehensive educational program for increased learner performance at the middle and high school levels.
- Recommend to the Associate Superintendents appropriate secondary education programs and services which will serve the needs and interests of students.
- Supervise the process of developing and implementing preparatory advanced learner programs for middle school and advanced learner programs for high school.
- Direct the development of registration guides, monitors course content and NCAA course descriptions.
- Supervise the activities of Teaching and Learning Specialists and clerical support staff.
- Direct the integration and articulation of instructional improvement practices.
- Direct, design, and/or provide staff development programs for staff.
- Direct efforts to design appropriate measures of student assessment and school progress. Identify grant opportunities and direct the writing and application process, direct the implementation of the program or services, monitor the budget and direct the evaluation of the grant-funded program or services.
- Provide leadership and direction to the Community Curriculum Advisory Council.
- Assist the Associate Superintendents in the development and implementation of school improvement plans.
- Serve as the liaison between the District and other agencies and organizations related to secondary education.
- Approve sabbatical leave programs for Secondary teachers.
- Perform other tasks and assumes other responsibilities as assigned.

SUPERVISORY RESPONSIBILITIES

Directly supervises 2-3 clerical support staff and 5-7 teachers (Teaching and Learning Specialists). Carries out supervisory responsibilities in accordance with the District's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

EDUCATION and/or EXPERIENCE

Requires Master's degree in education or related field.

Building level administrative experience preferred.

Demonstrated experience in curriculum development, instruction, and assessment; experience in providing/presenting staff development in the area of curriculum development, delivery of curriculum, and assessment.

CERTIFICATES, LICENSES, REGISTRATIONS

Requires current valid Minnesota K-12 Principal License. Minnesota Superintendent's License preferred.

KNOWLEDGE, SKILLS & ABILITIES

Knowledge of curriculum, the instruction process, and assessment of students and/or programs.

Knowledge of child development and advanced learners.

Knowledge of recent Federal and State legislation concerning schools and standards.

Skilled in facilitating adult learning and development and presentation of staff development opportunities.

Ability to define problems, collect data, establish facts, and draw valid conclusions.

Strong written and oral communication and organizational skills.

Ability to work well with diverse teams.

Must be able to delegate responsibilities, promote teamwork, and provide daily direction to staff.

Must be able to coordinate and plan multiple tasks, multitask, and prioritize work, and attention to detail.

Ability to problem solve in a variety of settings.

Ability to maintain regular attendance, which includes completing an assigned day.

Ability to perform position responsibilities including physical factors, work devices and materials handling, data functions, and people functions.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to talk, hear, stand; walk; sit; and lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and the ability to adjust focus. Work is often performed in buildings throughout the district. Ability to travel between buildings during the duty day is required.

WORK ENVIRONMENT

Most work is performed in an office setting, in meeting rooms or classrooms, often in buildings throughout the district. Ability to travel between buildings during the duty day is required.

Ability to work into evening hours is often required.