

Director of Student Support Services & Technology

Central Office

Approved 2-26-2024

Position Title: Director of Student Support Services & Technology

Department: Central Office

Reports To: Superintendent and Assistant Superintendent

FLSA Classification: Exempt

SUMMARY: Supervise the development and implementation of the district's instructional program PK-12. This is to include curriculum development, assessment programs, federal Title programs, professional development, and technology.

CURRICULUM AND INSTRUCTION

- Works with the superintendent, Board, administrators, faculty, and community members, as appropriate, in developing the instructional program's philosophy, goals, and policies.
- Provide leadership in planning and conducting curriculum studies, including special programs for new courses, funding, staffing requirements, and curriculum impact.
- Provide leadership in selecting textbooks and guidance concerning resources and other instructional material usage.
- Works with the administration and faculty in organizing and coordinating appropriate grade-level and departmental meetings and special committees to affect horizontal and vertical continuity and articulation of the instructional program throughout the district.
- Coordinate and evaluate the curricula and instructional programs and make appropriate recommendations.
- Keeps informed of developments in curriculum and demonstrates leadership by implementing appropriate instructional materials, strategies, and programs for the district
- Work with administrators, teachers, and faculty committees in developing and implementing the curriculum for all student ability levels.
- Assist the superintendent in preparing the budget for curriculum and instructional program areas.
- Assist the superintendent in developing district policies and regulations for the smooth implementation of the instructional program.

- Demonstrates leadership in preparing applications for and utilizing various grants that will enrich the curriculum and instruction within the district.
- Ensures the Board of Education approves all District curricula following state regulations and District needs.
- Oversees the Instructional Leadership Team
- Oversee Summer School Program
- Provides leadership in the articulation and/or coordination of Gifted, Intervention, ESL, Behavior, and Counselors

ASSESSMENT

- Direct principals and teacher committees in coordination continuity and articulation of the assessment programs throughout the district.
- Assist the superintendent in the preparation of the budget for district-level assessments.
- Participate in the work of state and national evaluation and assessment associations pertinent to curriculum, instruction, assessment, and technology.

PROFESSIONAL DEVELOPMENT

- Serve as Professional Development Administrative Liaison.
- Formulate, implement, and participate in professional development activities for teachers that address curriculum and instructional needs.
- Organize, plan, and implement staff development programs such as workshops and study groups that address curriculum, instruction, assessment, or technology needs. Maintain a resource bank and establish contacts for training resources.
- Coordinate programs with participants such as teachers, consultants, and principals.
- Analyze data to determine staff development needs.
- Coordinate mentoring programs for teachers.

RECRUITMENT AND RETENTION

- Assist in evaluating personnel regarding curriculum, instruction, and assessment.

- Work collaboratively with the Superintendent/Assistant Superintendent on the management of recruitment and selection of teaching staff, administrators, office, and support staff employees, maintaining open relationships with schools and institutions that provide applicants.
- Work with principals and central office administrators to project staffing needs and develop staffing plans.
- Collaborate with the Superintendent/Assistant Superintendent and principals in renewal, non-renewal, and tenure decisions.
- Support the Superintendent/Assistant Superintendent in directing and monitoring employee performance appraisals and ensuring principals and supervisors have proper training.

EDUCATIONAL TECHNOLOGY

- Identify school educational technology needs, barriers, and weaknesses; develop, organize, and implement solutions for students, teachers, staff, and administrators.
- Research and maintain awareness of advances in academic and instructional technologies.
- Create and facilitate school-based, high-quality professional development, working with teachers to refine their knowledge and skills in using technology to support and enhance teaching and learning. Training may include in-class instruction, one-on-one meetings, and facilitated group workshops.
- Act as a technical mentor and guide to faculty in developing and maintaining new technology-based curricula and applying technology to instructional processes.
- Assist the superintendent in preparing the budget for instructional technology.
- Assist the superintendent in developing district policies and regulations for the smooth implementation of the instructional technology program.
- Assists with designing and developing education materials by matching learning outcomes and teaching strategies with technology solutions.
- Works with vendors to resolve complex issues with learning technologies
- Prepares and implements a long-range technology plan regarding procurement of devices, learning spaces, technology-based courses, and applications.

FEDERAL PROGRAMS

- Serve as Federal Programs Director and oversee Title I.a, II, and IV.a, and non-public funding requirements.

SUPERVISORY RESPONSIBILITIES:

- Supervises the curriculum, instruction, and assessment programs and is responsible for these units' overall direction, coordination, and evaluation.
- Carries out supervisory responsibilities following the organization's policies and applicable laws.
- Responsibilities include interviewing, hiring, and training employees
- Planning, assigning, and directing work
- Appraising performance
- Addressing complaints and resolving problems
- Supervises technology department, including contracted services and technology coordinator

EDUCATION and/or EXPERIENCE: A Specialist or Doctorate Degree in Educational Administration preferred. Must have strong leadership, financial, problem solving and communication skills.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Teaching Certificate with Master's Degree or higher in Educational Administration, with appropriate grade level course work completed. Maintains current educational/administrative certificate.

EVALUATION: Performance in this position will be evaluated annually in accordance with provisions of the Board's policy.

TERMS OF EMPLOYMENT: 11.5 month employee. Salary is to be established by the Board of Education.