

JOB DESCRIPTION

POSITION TITLE: Assistant Director, Instruction & Innovative Practice	JOB CODE: 621M
DIVISION: Academic, Teaching & Learning	SALARY SCHEDULE: Annual Central Office Personnel
DEPARTMENT: Instruction & Innovative Practice	WORK DAYS: 238
REPORTS TO: Director of Instruction & Innovative Practice	PAY GRADE: CAD (5,6, or 7)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Provides leadership in the development, implementation, and evaluation of comprehensive instructional programs; plans, develops, organizes, and implements the policies, regulations, guidelines, and procedures pertaining to instruction and instructional resources.	

REQUIREMENTS:

1.	Educational Level: Master's Degree required; Specialist Degree preferred
2.	Certification/License Required: Valid Georgia Educational Leadership Certificate
3.	Experience: 5 years in K-12 school programs; 3 years school or district level leadership experience
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication, organization, computer technology skills, leadership, interpersonal and excellent written and oral communication skills

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Assists with leadership development for the Supervisors of English/Language Arts, Mathematics, Science, Social Studies, Professional Learning, Early Learning and World Languages.
3.	Assists with program planning and monitoring to improve the efficiency and effectiveness of instructional initiatives and programs within the Office of Instruction and Innovative Practice.
4.	Works collaboratively with other divisions, departments and schools to meet District and department goals.
5.	Assists with monitoring annual budgets to ensure long-term and short-term plans are aligned with District and State priorities.
6.	Promotes effective instructional practices and communication that support high levels of instruction through the use of research-based practices.
7.	Researches and utilizes data to enhance instructional initiatives and programs.
8.	Participates in professional development to keep abreast of current and emerging educational structures, programs, and initiatives.
9.	Assists the Director of Instruction & Innovative practice with leading the planning and design of content in CTLS.
10.	Provides support, supervision, and evaluation of assigned personnel and programs.
11.	Performs other duties as assigned by the Director of Instruction & Innovative Practice.
12.	Performs other duties as assigned by the appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____