

Position: Director of Instructional Services

Job Classification: Administrative

Reports To: Associate Superintendent for Academic Services

The Director of Instructional Services provides leadership and direction to departmental staff in the areas of curriculum development, school improvement, restructuring, instructional improvement, legislative initiatives, and specific content/programmatic areas.

The Director of Instructional Services supervises consultant, specialist, and clerical staff comprising the Instructional Services Department in addition to supervising staff at the MAISD Regional Mathematics and Science Center.

Qualifications: The Director of Instructional Services must possess a Master's degree or better in education or a related field and have a minimum of three years successful experience in an administrative or supervisory position in education. A demonstrated ability in administration, budget management, curriculum development, grant preparation, and school improvement activities is required. Appropriate maintenance of administrative continuing education requirements is necessary.

Essential Job Functions:

1. Acquires and maintains a thorough knowledge of all laws, rules, regulations, and policies pertinent to the conduct of instructional programs and services. Interprets such information for the Board, administration, staff, and the constituent districts.
2. Administers all facets of the instructional services departmental activities.
3. Supervises and evaluates departmental staff according to Board policy.
4. Formulates and oversees the implementation of professional development activities for teachers and administrators from the constituent districts.
5. Researches and develops supplemental funding sources for instructional services and programs.
6. Works with the Associate Superintendent for Administrative Services to develop annual departmental budgets. Manages the utilization of those budgets and makes revisions, when necessary.

7. Provides leadership and coordination for Intermediate School District initiatives, such as school restructuring, curriculum development, etc.
8. Maintains an active role in local and regional committees and professional organizations related to instructional services matters.
9. Attends meetings of the Board of Education and provides information to the Board on matters involving instructional services.
10. Performs such other tasks and assumes such other responsibilities as the Associate Superintendent/Superintendent may assign.

Annual Salary = \$122,406

Expense Account = \$0

Reimbursed Expenses = \$0

Supplemental Compensation = \$1,750