

## **JOB DESCRIPTION: Director of Curriculum and Instruction**

**POSITION:** Director of Curriculum and Instruction

**REPORTS TO:** Superintendent of Schools

**COMPENSATION:** Commensurate with certification and experience

**DESCRIPTION:** The Director of Curriculum and Instruction is an instructional leader dedicated to ensuring high-quality, coherent, and equitable learning experiences for all students. This role provides strategic direction and hands-on leadership in the development, implementation, and continuous improvement of curriculum, instructional practices, and assessment systems across the district.

Working collaboratively with administrators, educators, and support staff, the Director guides the design and alignment of curriculum, strengthens instructional delivery through evidence-based practices, and supports professional learning that elevates teaching and learning. The Director also leads and develops the instructional coaching team to build instructional capacity and ensure consistent, high-quality instruction districtwide.

### **QUALIFICATIONS**

- Valid Illinois Professional Educator License (PEL) with appropriate endorsement(s) in elementary or middle school education.
- Master's degree in Educational Administration or a related field.
- Successful experience as a school and/or district-level administrator.
- Minimum of five (5) years of effective teaching experience at the elementary or middle school level, preferably with a diverse student population.
- Demonstrated expertise in instructional coaching, including knowledge of coaching models, implementation strategies, and effective adult learning practices.
- Proven track record as a teacher leader with exceptional leadership, collaboration, and problem-solving skills.
- Deep knowledge of evidence-based instructional strategies, pedagogy, and curriculum design that lead to improved student learning outcomes.
- Strong understanding of educational technology and its effective use to enhance instruction, engage learners, and support academic growth.

- Proficiency in using assessment systems, analyzing data, and applying assessment results to inform and strengthen instruction.
- Excellent communication, interpersonal, and team-building skills, with the ability to work collaboratively with diverse stakeholders.

## **PROFESSIONAL RESPONSIBILITIES**

- Lead the development, implementation, and continuous improvement of instructional programs, services, and resources across the district.
- Coordinate and oversee districtwide professional development, including designing training systems, monitoring program effectiveness, and supporting staff capacity building.
- Provide leadership on emerging educational trends, research-based instructional practices, and innovative approaches to teaching and learning.
- Guide curriculum development, evaluation, and revision processes to ensure alignment, coherence, and excellence in instructional programming for all students.
- Implement and monitor the District Curriculum development in collaboration with administrators, instructional coaches, and staff.
- Support the implementation of key district initiatives as outlined in the Strategic Plan, including leading the integration and districtwide implementation of the Portrait of a Graduate competencies.
- Collaborate with school leaders and instructional teams to embed Portrait of a Graduate outcomes into curriculum, instructional practices, student experiences, and assessment systems.
- Support the work of schools to elevate and transform instructional practices through coaching, modeling, and professional collaboration.
- Coordinate and contribute to the development of Title program grant applications, ensuring alignment with instructional priorities, federal requirements, and district goals.
- Oversee compliance, progress monitoring, and reporting associated with Title-funded instructional programs and initiatives.
- Represent Gurnee District 56 at local, state, and national conferences, workshops, seminars, and professional associations to promote district accomplishments and maintain strong professional networks.
- Collaborate effectively with vendors, consultants, community partners, and external organizations to support instructional and curricular goals.

- Stay current on research and developments in instructional strategies, curriculum innovation, technology integration, and instructional coaching.
- Partner with the Technology Department and Superintendent to analyze, communicate, and strategically plan for emerging technologies and their potential impact on teaching and learning.
- Design and implement assessment and evaluation processes to measure the effectiveness of instructional technology and support continuous improvement.
- Keep the Superintendent informed of ongoing activities, progress, and challenges through formal and informal communication and reporting.
- Demonstrate integrity, fairness, and ethical conduct in all aspects of leadership and decision-making.
- Perform all other duties as assigned by the Superintendent.