

As a Newburgh Enlarged City School District  
**Job Description**

<b>TITLE:</b>	<b>Director of Middle Level Education</b>
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<b>REPORTS TO:</b>	Assistant Superintendent for Equity and Access
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<b>QUALIFICATIONS:</b>	<ul style="list-style-type: none"><li>● Master's degree in Education</li><li>● New York State certification as School District Administrator (SDA) or School District Leader (SDL) required</li><li>● Minimum of 5 years' experience as a Secondary administrator, curriculum chair or K-12 Administrator, preferred 10 years' experience as a Secondary teacher</li><li>● Demonstrated experience with all facets of the NYSED APPR process, including the observation of teachers, the development of common assessments, pre-and post-assessments, and the target setting of student learning outcomes</li><li>● Extensive knowledge of a wide variety of instructional strategies and student grouping/classroom organizations to promote active student engagement and critical thinking</li><li>● Demonstrated knowledge of the content and research-based framework of the NYS Next Gen Learning Standards for Middle School level students.</li><li>● Experience with instructional programs and strategies for identifiable student populations, such as English Language Learners and Students with Disabilities</li><li>● Familiarity with the methods and materials that promote technology enhanced instruction</li><li>● Strong interpersonal skills</li><li>● Strong oral and written communication skills</li><li>● Experience utilizing the NYSMSA Essential Elements</li></ul>
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<b>JOB GOAL:</b>	The Director of Middle Level Education is responsible for the administration, supervision, and management of curriculum and instruction duties and functions. The Director of Middle Level Education will implement a research based middle school model that is responsive to the needs of NECSD Students. The Director will provide successful transitions from the elementary and to the high school.
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**ESSENTIAL RESPONSIBILITIES:**

- Research and implement a research based middle level model for the NECSD that is separate and apart from the NECSD adopted K-8 model.
- Address the middle level needs for K-8 schools.
- Works directly with the Assistant Superintendent to ensure complete fidelity of the curriculum at all middle schools.
- Facilitates cross-functional articulation among central office divisions.
- Works to forecast, plan, implement, and improve the middle school instructional program to support school improvement.
- Assists with the establishment of budget priorities for middle school programs.
- Examines student data from assessments and facilitates data dives to drive instruction across content areas in collaboration with school administrators.
- Participates in departmental staffing projections, staffing model recommendations, problem-solving, and development of policies and procedures.
- Inform principals of the progress of professional development needs and initiatives on a regular basis.
- Facilitates Professional development for teachers and Assistant Principals related to instructional support, strategies and skills..
- Assists with the coordination of promotion and awards.
- Assists with the development/communication and publication of curriculum materials, textbook recommendations, and course code directories.
- Assists with middle school Summer Bridge and Extended Learning planning.
- Coordinates departmental curricular revision, rewriting and course distribution.
- Conducts yearly inventory of teaching materials.
- Identifies, provides, and assists teachers in the development of curriculum-aligned classroom materials.
- Maintains close relationships with community agencies.
- Monitors middle school academic and related-arts textbook purchases.
- Plans and conducts curriculum meetings for the board of education.
- Advocates, facilitates, and monitors the alignment of curriculum, instruction, assessment, and improvement in the accomplishment of district goals.
- Plans and coordinates the Extended School Day and Extended School Year programs under Title I and the general fund for AIS and/or Talent Development purposes.
- Assists with the development and implementation of the District Curriculum Resources for all content areas.
- Participates in School Improvement planning.
- Participation/Facilitation at standing committees.
- Performs other related duties as required by the Superintendent.
- Coordinate a comprehensive transition event for students transitioning from elementary to middle as well as, from middle school to high school working with school leaders.
- Conducts an assessment of each middle school using the MYSMSA Essential Elements and develops a plan to acquire “schools to watch” status.