Newburgh Enlarged City School District

Job Description

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| **TITLE:** | **Director of K – 12 Instructional Support Services** |

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| **REPORTS TO:** | **Assistant Superintendents of Curriculum & Instruction** |

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| **QUALIFICATIONS:** | • Valid NYS Administrative Certificate SDA/SDL<br>• Master's degree in reading preferred<br>• Certified Danielson Framework for Teaching 2011 Evaluator<br>• Teacher Certification in Literacy or Reading<br>• Minimum of 5 years of successful teaching experience<br>• Minimum of 3 years of successful school or district administration<br>• Strong knowledge background in the NYS Common Core Learning Standards, including the structure, content, research-based framework, and the instructional shifts<br>• Strong knowledge of a variety of reading and math programs at the elementary and secondary level, materials, assessment tools and teaching and assessment strategies<br>• Experience with instructional programs and strategies for identifiable student populations such as English Language Learners and Students with Disabilities<br>• Familiarity with the methods and materials that promote technology-enhanced instruction<br>• Strong interpersonal, oral and written communication skills<br>• Experience in the analysis and use of data and student work to inform instructional decisions |

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| **JOB GOAL:** | The Director of K – 12 Instructional Support Services will work collaboratively within the Department of Curriculum & Instruction to support the strengthening of cohesive, vertically aligned literacy and math programs across grades K-12 and to achieve the goals set forth in the Curriculum & Instruction Department work plan. |

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| **DUTIES AND RESPONSIBILITIES:** | Research, provide content knowledge, resources, information, and guidance to school personnel, and prepare materials for the use by the district, departments, schools, and teachers on the teaching and learning of literacy and math, including the implementation of culturally responsive literacy resources, by students requiring intensive remediation<br><br>Conduct needs assessments at the elementary and secondary level to inform the structure of reading and math RtI/AIS services<br><br>Take a leadership role in the development, implementation and evaluation of the District's AIS/reading program and the District's |

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| **DUTIES AND RESPONSIBILITIES:** (continued) | literacy-based and math common assessments at both the elementary and secondary levels<br><br>Supervise literacy and math primary specialists, including their data-driven assignments, schedules and impact on assigned schools<br><br>Collaborate with the K-12 ELA Director to ensure the refinement and effective implementation of the District's Literacy Framework for Grades K – 12 as well as the development of C&I's vision and multi-year plan for improving literacy teaching and student achievement<br><br>Communicate regularly with Directors and TOSAs to discuss ways to most effectively assist teachers in all Departments regarding District initiatives, procedures, instructional practices, and professional development needs regarding literacy teaching and learning across all four modalities (speaking, listening, reading and writing) for ELA and math<br><br>Conduct school visits with building administrators and District leadership to assist in the monitoring of school's literacy initiatives and RtI/AIS services<br><br>Collaborate with school personnel and District administrators to ensure that literacy- and math-related data are comprehensive, ample, accessible, coherent, and ultimately used productively to inform instructional and programmatic decisions<br><br>Collaborate with C & I administration, Curriculum Directors, TOSAs, and building leaders to ensure that the literacy and math components of all curricula at the secondary level exhibit rigor and are horizontally and vertically aligned within schools and within the District<br><br>Work with PASS, Funded Programs, and local partners to identify and secure grants and funded projects<br><br>Design or coordinate, facilitate, and evaluate ongoing professional development that is aligned with the district's literacy and math initiatives for teachers, administrators and other District staff<br><br>Participate in District initiatives along with other Curriculum Directors, including teacher observation, professional development, Department goal setting, committee memberships, and various administrative tasks<br><br>Support the District with the design and implementation of professional learning that develops staff capacity regarding the ELA and math Next Generation Standards<br><br>Engage in other duties as may be assigned by the Superintendent or his/her designee |