

**BEMIDJI AREA SCHOOLS**  
POSITION JOB DESCRIPTION

ORIGINATION DATE 1986  
LAST REVISION DATE 7/1991  
BAND & GRADE E-9-2-23

POSITION TITLE Director of Instructional Services

IMMEDIATE SUPERVISOR Superintendent of Schools

**Job Summary (Basic Purpose of Position)**

Carry-out Board policy under the direction of the superintendent to enhance learning by students in the K-12 program. To enhance the learning of all students, the position is responsible for decisions on instruction and supervision by administrators and directors who are responsible for the implementation of instruction and curriculum.

SUPERVISOR

EMPLOYEE

NOTE: The signature of the supervisor and employee indicates they have read this job description and agree with its contents.

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS, KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS					
<b>1.00 DIRECT INSTRUCTIONAL DIVISION OF ACTIVITIES</b> 1.01 Supervise all instructional division activities K-12.  1.02 Provide leadership for instructional division activities.  1.03 Participate and insure professional growth activities.	E8          D6	30D          20D		<b>KNOWLEDGE:</b> 1.01 Provisions of applicable school board regulations and administrative procedures. 1.02 Curriculum Theory 1.03 Theory of Leadership 1.04 Theory of Organization 1.05 Decision-making Process  <b>ABILITY:</b> 1.01 Relate to people. 1.02 Persuade district personnel to use available computer services to the utmost. 1.03 Make sound judgments relative to computer equipment and/or services. 1.04 Organize and conduct meetings and training sessions.	1.01 Philosophy, goals and objectives of the division are established, periodically reviewed and clearly communicated to staff, students and community. a. Human and material resources, funds and time are allotted effectively for the operation of division activities. b. Short and long-range planning are used to improve aspects of organization, programs and activities of the division. c. Write and disseminate appropriate communications to staff, students, parents and public. 1.02 Evidence of instructional leadership is presented. a. Appropriate initiatives were provided. b. Professional growth activities were provided. 1.03 Evidence exists that appropriate growth activities were participated in and provided for instructional leadership.

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1.04 Provide appropriate in-service training for district personnel. 1.05 Act as liaison with BSU-curriculum and instruction issues. 1.06 Supervise the media function. a. Meet regularly with Media Coordinator. b. Approve budget expenditures. c. Help formulate budget requests. d. Monitor implementation of ITV and other technology advances for instruction. e. Monitor development of model for media operation. 1.07 Monitor district enrollment procedures and records.	C4			1.05 Write clearly and concisely.	1.04 Evidence exists that in-service training was provided to staff members as required.
	C4			1.06 Organize time and resources.	1.05 Communication with BSU and the district is evident.
a. Meet regularly with Media Coordinator. b. Approve budget expenditures. c. Help formulate budget requests. d. Monitor implementation of ITV and other technology advances for instruction. e. Monitor development of model for media operation.	E8	M		1.07 Relate to people.	1.06 The Media Office will be in compliance with all applicable rules and regulations.
2.00 SUPERVISE THE K-12 CURRICULUM REVIEW, DEVELOPMENT, PROGRAM EVALUATION AND ARTICULATION	F10	50D		<b>KNOWLEDGE:</b>	
2.01 Long-range curriculum planning. a. Dialog with staff regarding curriculum concerns. b. Plan, organize and implement curriculum plans. c. Direct the PER and Assurance of Mastery process. d. Coordinate district teacher meetings as they relate to curriculum and instruction. e. Coordinate selection and review of curriculum materials. f. Serve as curriculum resource to teachers and principals. g. Provide leadership to principals in developing in-service programs as they relate to curriculum and instruction. h. Coordinate the district-wide testing program. i. Coordinate curriculum for exceptional learners. j. Serve as resource to the superintendent. k. Attend meetings relating to curriculum and				2.01 Curriculum methods, processes and materials. 2.02 PER guidelines. 2.03 Chapter I, Title IV-A rules and regulations. 2.04 Special education rules and regulations. 2.05 Testing. 2.06 Local, state and federal rules and regulations and/or administrative procedures. 2.07 Learning Theory. 2.08 Leadership Theory. 2.09 Theory of Supervision. 2.10 SRI Perceiver process and procedures.  <b>ABILITY:</b> 2.01 Organize time and resources. 2.02 Relate to people. 2.03 Conduct research. 2.04 Write clearly and concisely.	2.01 The K-12 curriculum model will be in operation by stated deadlines. a. Evidence exists that appropriate in-service activities relating to curriculum and instruction were conducted for all staff. h/c. Evidence exists that formal evaluations of some aspect of the curriculum were conducted each year. e. The budget for curriculum was developed with guidelines established. i. The gifted education model for K-12 is implemented. m/j. The K-12 curriculum model can be discussed in detail. k. Attended meetings related to curriculum. o. Budget expenditures were within the guidelines. p. Applications for state and/or federal programs are completed within deadlines established.

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<p>instruction.</p> <ul style="list-style-type: none"> <li>I. Coordinate the use of consultants who work in the area of curriculum and instruction.</li> <li>m. Keep abreast of educational advancements as they relate to curriculum and instruction.</li> <li>o. Prepare budget for curriculum and instruction.</li> <li>p. Seek grants for curriculum and instruction when appropriate.</li> </ul> <p>2.02 Supervise the curriculum and instruction of the computer assisted education function.</p> <ul style="list-style-type: none"> <li>a. Help formulate budget.</li> <li>b. Approve budget expenditures.</li> <li>c. Supervise the process for assuring that Computer Assisted Instruction will be congruent with the K-12 curriculum.</li> <li>d. Monitor in-service.</li> <li>e. Monitor the development of software for computers.</li> </ul> <p>2.03 Recommend board policy as it relates to curriculum and instruction.</p> <p><b>3.00 DIRECT AND SUPERVISE DISTRICT AREA LEARNING CENTER STAFF AND OPERATION</b></p> <p><b>4.00 SUPERVISE AND EVALUATE STAFF AND PROGRAMS</b></p> <p>4.01 Supervise staff and programs.</p> <ul style="list-style-type: none"> <li>a. Community Education Coordinator</li> <li>b. Media Coordinator</li> <li>c. Supervise and monitor teacher evaluation and instruction.</li> <li>d. Act as liaison with the North Country Vocational Cooperative Center.</li> </ul>					<p>2.02 Evidence exists that the use of computers by classroom teachers has increased and the computer curriculum is being implemented.</p> <p>2.03 Evidence exists that recommendations for curriculum and instruction helps the district meet its goals.</p> <p>4.01 Evidence exists that supervision of staff and programs took place.</p> <ul style="list-style-type: none"> <li>a. Goals and objectives are clearly communicated to staff, students and community.</li> <li>b. Media services and budgets were provided and monitored to the satisfaction of the district staff.</li> <li>c. Performance evaluations of teachers are conducted and completed according to teacher evaluation policy.</li> <li>d. Evidence exists that meetings with appropriate staff of the North Country Vocational Coop were held quarterly and all official board meetings were attended.</li> </ul>
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<p><b>5.00 SUPERVISE SCHOOL BOARD ELECTIONS</b> 5.01 Supervise preparation of all materials relating to individual elections. 5.02 Provide accurate number of election judges.</p> <p>5.03 Train judges.</p> <p>5.04 Communicate election laws to staff.</p> <p><b>6.00 DIRECT DISTRICT OUTCOME BASED EDUCATION PROGRAM</b></p> <p><b>7.00 PERFORM OTHER FUNCTIONS AS REQUIRED BY SUPERINTENDENT</b> 7.01 Attend all School Board meetings. 7.02 As required.</p>	<p>E8</p> <p>B2</p> <p>B2</p> <p>B2</p> <p>A</p>	<p>A</p> <p>A</p> <p>A</p> <p>A</p>		<p><b>KNOWLEDGE:</b> 1.01 State of Minnesota Election laws. 1.02 All statues relating to elections.</p>	<p>5.01 Materials were prepared prior to election.</p> <p>5.02 Evidence exists that an adequate number of judges were available at each polling place.</p> <p>5.03 Training sessions were conducted with election judges.</p> <p>5.04 Staff was aware of election laws as they impact upon school activities.</p> <p>7.01 All School Board meetings were attended unless excused by superintendent.</p> <p>7.02 Assigned duties were completed within established deadlines.</p>
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