

## **Administration**

### **Director of Curriculum, Instruction and Student Assessment**

#### **A. Qualifications**

1. The Director of Curriculum, Instruction and Student Assessment shall have earned a Connecticut Intermediate Administrator and Supervisor Certificate or equivalent.
2. Such Director of Curriculum, Instruction and Student Assessment, subject the direction of the Superintendent of Schools, shall be charged with the following duties:

#### **B. Duties**

1. To be responsible to the Superintendent of Schools for all organization, administration, and supervision of general education Preschool/K-12 Curriculum, Instruction and Student Assessment Programs.
2. To have the powers necessary for executing the policies of the Thomaston Board of Education and for enforcing administrative rules and regulations determined by the Superintendent of Schools.
3. To be responsible for the educational procedures and process within the general education Preschool/K-12 Curriculum, Instruction and Student Assessment Programs, and for all records and reports concerned thereto, in accordance with the policies, rules and regulations prescribed by the Thomaston Board of Education, and the state/federal statutes.
4. To keep the Superintendent of Schools informed through the use of routine reports, meetings, and by other means of communications as may be deemed appropriate by the Superintendent of Schools. Exceptional conditions and activities existing or occurring shall be reported immediately.
5. To establish rules for the administration of general education Preschool/K-12 Curriculum, Instruction and Student Assessment Programs which shall be published in a handbook for distribution. The handbook shall be revised annually, or at such times as may be deemed appropriate, and such rules shall be subject to approval by the Superintendent of Schools prior to distribution.
6. To conduct educational surveys dealing with Curriculum, Instruction and Student Assessment.
7. To make recommendations to the Superintendent of Schools for the recruitment, selection and assignment of Curriculum, Instruction and Student Assessment personnel.

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8. To write supervisory reports on Curriculum, Instruction and Student Assessment personnel at least once a year, or as directed by the Superintendent of Schools.
9. To be responsible for fully utilizing the community's resources for enriching Curriculum, Instruction and Student Assessment Programs.
10. To be responsible for coordinating the administration of general education Preschool/K-12 Curriculum, Instruction and Student Assessment trainings, services, and committees.
11. To be responsible for requisitioning supplies, textbooks, equipment and all materials necessary to the operation of Curriculum, Instruction and Student Assessment Programs.
12. To serve as a member of the Region/District Curriculum, Instruction, and Student Assessment committees/groups.
13. To supervise the general education Preschool/K-12 Student Assessment Program and arrange for the transmittal of all necessary and appropriate assessment results and data to the schools, i.e., school administrators, intervention staff, general education and special education staff.
14. To arrange for transmittal of Curriculum, Instruction and Student Assessment recommendations to all appropriate parties.
15. To follow up on Curriculum, Instruction and Student Assessment recommendations to all appropriate parties.
16. To process feedback on Curriculum, Instruction and Student Assessment recommendations.
17. To insure that an annual review is made of the status of each Curriculum, Instruction, and Student Assessment Program.
18. To arrange for all certified staff and non-certified classroom staff of the District to visit Curriculum, Instruction, and Student Assessment Programs within and outside the District and to prepare reports on the adequacy of these programs for the Superintendent of Schools.

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19. To model Curriculum, Instruction, and Student Assessment Program components to all certified staff to assist in the collaborative development of these Programs.
20. To insure that a register of all Curriculum, Instruction, and Student Assessment Programs is maintained and updated annually.
21. To employ accepted principles of administration and high professional standards while working cooperatively with all certified staff and non-certified classroom staff for the best interests of the children.
22. To continue to improve educationally and professionally, encouraging all certified staff and non-certified classroom staff to do the same.
23. To show evidence of leadership in formulating and developing the programs and projects which will improve the quality of the District, as well as improve the quality of the areas of the Director's particular responsibilities.
24. To perform such other duties as may be assigned by the Superintendent of Schools.