

Vestal Central School District
Vestal, New York 13850

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Anticipated Vacancy 2022

DIRECTOR OF INSTRUCTION

INTERNAL AND EXTERNAL APPLICATIONS ARE INVITED FOR CONSIDERATION FOR THE FOLLOWING ANTICIPATED POSITION:

TYPE OF POSITION:	Director of Instruction (12 Months) Probationary Appointment
LOCATION:	District Level
INSTRUCIONAL FOCUS:	Humanities & Languages, K-12
CERTIFICATION:	School District Administrator (SDA) or School Administrator/Supervisor (SAS)
QUALIFICATIONS:	Previous Administrative Experience Preferred Minimum of 5 Years Teaching Experience (Preference given to candidates w/ successful experience teaching in the humanities, or language)
SALARY:	Determined by Experience and Qualifications
EFFECTIVE DATE:	As Soon As Possible

Applicants should send a letter of interest to personnel@vestal.k12.ny.us AND submit an application through [OLAS \(https://olasjobs.org/VestalCSD\)](https://olasjobs.org/VestalCSD). Please include a letter of interest, résumé, copies of transcripts, copy of certification(s) or TEACH screen, and 3 letters of reference with the OLAS application.

Applications will be reviewed on a rolling basis until the position is filled, but candidates should apply by **August 8** to be considered with the first round of applications.

Please see the attached outline of responsibilities.

VESTAL IS AN EQUAL OPPORTUNITY EMPLOYER

Outline of Responsibilities

Director of Instruction: Humanities & Language Focus

Instructional Leadership

In collaboration with others (i.e., principals, directors, and Assistant Superintendent for Instruction), lead curriculum and instruction in the following areas:

1. English Language Arts, K-12
2. World Languages, 7-12
3. Social Studies, K-12
4. English as a New Language, K-12
5. Social & Emotional Learning, K-12 (e.g., Responsive Classroom, Binghamton University Community Schools Initiative)
6. International Baccalaureate Program
7. Implementation of the Annual Professional Performance Review (APPR) for Teachers (under the direction of the Assistant Superintendent for Instruction)

Data and Assessment

Coordinate the following data and assessment systems:

1. STAR ELA and Math Assessments
2. RTI Edge Student Data Management System (K-12)
3. eDoctrina Assessment System
4. Nextera platform for computer-based testing (NYS 3-8 ELA, Math & Science Tests)
5. Cognos/RIC Report State/Regional Assessment & Data Reports
6. NSYSITEL/NYSESLAT Administration and Scoring (ENL)
7. Frontline Professional Growth (Teacher APPR Implementation)

Instructional Programs

Oversee the following Instructional Programs:

1. Title III Grants & State Reporting Related to English Language Learners and Immigrant Students
2. New Teacher Mentoring
3. Seal of Civic Readiness
4. Seal of Biliteracy
5. K-12 Student Support Services (RTI, AIS, etc.)
6. Annual Professional Performance Review Assessments (Management of Student Learning Objectives)
7. Summer Enrichment/Intervention Programming

Supervision & Evaluation

Supervise the following staff:

- Elementary Social Worker/BU Community Schools Coordinator
- Professional Learning Office Clerical Staff (with the other Director of Instruction)
- District Literacy Specialist

- Summer Enrichment/Intervention Principal
- Approximately 10 teachers as assigned by the ASI

Professional Learning & Planning

Co-planning and co-coordinating professional learning, curriculum development, and strategic planning in collaboration with the other Director of Instruction, the Administrator for Managed Technology Services, and the Assistant Superintendent for Instruction:

- Superintendent's Conference Day, Early Release Days, and Paraprofessional Learning on the Elementary Parent-Teacher Conference Days
- Professional learning and curriculum development
- Summer Enrichment Programming
- Instructional Technology (i.e., assisting with instructional software approval, administration of district-level software, implementation of instructional pieces of the district Technology Plan, etc.).
- Strategic Planning (Assisting with the District Planning Group, Professional Learning Committee, Board of Education Retreat, BOE presentations, data dashboard, etc.)
- Lead writer of the Comprehensive Student Support Plan, and the English Language Learner Comprehensive Education Plan
- Assist the ASI in writing other district plans and grants as needed (e.g., Professional Learning Plan, Shared Decision-Making Plan, Counseling & Guidance Plan, etc.)

Committee Work

Facilitate and serve on a variety of standing and ad hoc committees:

- Chair of District Student Support Committee
- Chair other ad hoc Committees as needed
- Participate on other district and building committees as needed

Other Duties

Both State and federal guidance frequently changes, as do local district needs. The Director of Instruction needs to be able to flexibly adapt to these changes. Consequently, the duties outlined above may evolve or disappear, while other duties may be assigned by the district Superintendent or Assistant Superintendent.