

## Director of Instruction:

- Plan, coordinate and conduct staff development/training. Collaborate with the Administrator/Principal and Director of Curriculum meaningful training experiences.
- Directly supervise the teaching faculty and be the primary support person and supervisor of teaching activities.
  - Review and provide feedback regarding lesson plans & track that these are being done systematically in Renweb.
  - Review and provide feedback regarding weekly communications to parents & track consistency of these communications.
  - Review teacher comments for report cards and provide feedback to teachers.
  - Support teachers Technology, set up and maintenance concerns.
- Make classroom visitations bi-weekly and provide constructive feedback/observations with the teacher.
- Lead morning devotion time and seek ACSI CEUs for sessions.
- Make written reports of his/her observations to the Administrator which will be included for evaluation purpose at the end of the year. Also, he/she will conduct formal evaluations of the staff on an annual basis.
- Assist teachers with field trip identification, planning & execution.
- Assist subs as needed. If necessary, sub for a teacher, as needed. Interview, select, & orient new subs and add to the sub list as resumes come in.
- Monitor and evaluate STAR Reading and Math testing throughout the year working with teachers to develop interventions as needed and help teachers understand this valuable assessment tool.
- Coordinate Stanford Testing in the Spring. Review Stanford results to make recommendations for curricular changes.
- *Assist* with new student placement testing by administering the WRAT to potential K5 students and then STAR Reading & Math for students in grades 1-5 during the month of May.
- Supervise the counseling needs of students and parents, expediting each case to completion.
- *Assist* adjunct teachers as needed...with Renweb, technology, and ensure they have the resources needed for instruction.
- *Assist, as needed*, in interviewing prospective families as part of the interview process.
- *Assist* in supporting parents to be great parents. Assist with the coordination of programs to assist parents and address their needs.
- *Assist* in the development of goals of VWCS.
- *Assist* with the evaluation of textbooks, curriculum, testing and educational materials for their appropriateness to the goals of VWCS.
- *Assist* with student discipline by supporting teachers with classroom management challenges. Intervene with family and record pertinent information into the student's permanent file.
- *Become a MASTER user of all technology (Renweb, Rosetta Stone, Renaissance Place) to assist & support teachers at all times.*