

Job Title: Director, Instruction

Work Year: 261 days

Department: Equity in Learning Direction

Reports To: Executive Director, Curriculum and Instruction

Salary Range: APT 8

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[Aurora Public Schools Compensation and Benefits](#)

Summary:

Responsible for carrying out the vision of Curriculum and Instruction by providing leadership for the development, maintenance, evaluation, and advocacy of a high-quality educational program for students in APS. Responsible for coordinating the development of curriculum, instruction, assessment, and professional learning, assuring effective collaboration with all district departments and services. The Director of Instruction supervises and leads the work of the Instructional Coordinator team. Must demonstrate the ability to work cross-functionally as well as support a cross-functional team. Responsible for implementing relevant components of the district's Unified Improvement Plan and strategic plan.

Essential Duties and Responsibilities

Weekly	30%	Facilitate the development and implementation of high-quality curriculum and assessment programming through the leadership of cross-functional teams.
Weekly	30%	Provide vision and leadership to support student achievement and effective services by identifying best practices, developing and implementing strategic improvement plans, determining professional development areas, and supporting achievement plans.
Weekly	10%	Develop effective professional learning to support principals and teachers in executing assessment practices that improve student learning.
Weekly	3%	Make decisions on staff allocations and personnel recommendations with the Division of Human Resources.
Weekly	10%	In conjunction with the Division of Accountability and Research, collect, analyze data, and prepare reports required by local, state, and federal authorities. Make recommendations on assessments.

Weekly	3%	Analyze the professional development needs of the Curriculum staff and align implementation with district goals.
Weekly	10%	Collaborate with all members of the Teaching and Learning and School Performance teams to meet the established goal, strategic plan, and the Instructional team.
Yearly	4%	Perform other duties as assigned.

EDUCATION AND TRAINING:

EXPERIENCE:

SKILLS, KNOWLEDGE, EQUIPMENT & OTHER:

CERTIFICATES, LICENSES, & REGISTRATIONS:

SUPERVISION/TECHNICAL RESPONSIBILITY:

PHYSICAL DEMANDS:

Master's degree in educational leadership and/or administration, with additional coursework specific to curriculum or curriculum leadership preferred.

Minimum of 5 years of experience in school leadership or district-level administration related to program design, curriculum design and implementation, instructional programming, and instruction/assessment cycles. Principal experience required.

Operating knowledge of and experience with personal computers and office equipment. Knowledge of and experience in leadership related to Colorado Academic Standards; knowledge of effective practices in professional learning; knowledge and experience in school administration.

Demonstrated understanding of Colorado School Finance; excellent communication skills; demonstrated ability to work with a diverse student and employee population; demonstrated ability to work collegially with district colleagues and building principals; ability to work in a rapidly changing urban environment.

Principal/Administrators License preferred.

Directly supervises Instructional Coordinators. Responsibilities include interviewing, hiring, and training employees; promoting and transferring employees; planning, assigning, and directing work; appraising performance; rewarding, disciplining, and terminating employees; and addressing complaints and resolving problems. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, sit, and use hands to finger, handle, or feel. The employee is occasionally required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions. The noise level in the work environment is usually quiet.

MENTAL FUNCTIONS:

While performing the duties of this job, the employee is regularly required to coordinate, instruct, synthesize, and use interpersonal skills. The employee is frequently required to compare, analyze, and communicate.