**NORTHAMPTON COUNTY SCHOOLS JOB DESCRIPTION**

**JOB TITLE: DIRECTOR OF INSTRUCTIONAL SUPPORT SERVICES AND**

**THE FINE ARTS PROGAMS**

**GENERAL STATEMENT OF JOB**

Under limited supervision, the Director of Instructional Support Services participates in the development, implementation, and evaluation of the Instructional Support Services initiatives and associated resources dealing with instruction and/or instructional support (technical assistance). The work requires an understanding of the overall mission, goals, and objectives of the agency. The Director oversees the fine Arts programs in the division. The Director of Instructional Support Services works in a collaborative, team environment. Reports to the Director of Student Services.

**ESSENTIAL JOB FUNCTIONS**

1. Keep the Superintendent informed and work cooperatively with all other administrators in district-related matters. Maintain communication through administrative channels to and from program staff.
2. Supervise the effective and efficient implementation of the educational and instructional programs in **c**ompliance with local, state, and federal regulations.
3. Establish and maintain efficient administrative proceduresto support instruction and instructional support.
4. Provide for effective administration of all agency policies.
5. Ensure the utilization of a variety of effective and best-practice instructional delivery systems and methodologies.
6. Guide the creation of professional development that coincides with agency goals.
7. Develop a culture of respect, interest, and enthusiasm. Celebrate outstanding performances by staff.
8. Garner community supportfor instructional and instructional support services programs.
9. Present workshops for a variety of audiences relative to technical assistance in the instruction or instructional support. Oversee the collection, review, submission, and maintenance of relevant Instructional Support Services reports required data and metrics. Provide that information as needed.
10. Assume responsibility for the creation of relevant Instructional Support Services reports, records, and other paperwork as required.
11. Assist in the development of effective, contemporary, professional, and responsive programs to meet area economic and workforce needs. Continuously appraise and evaluatethe needs assessment. Coordinate the use of needs assessments and customer satisfaction survey data to determine market demand for programs or instructional services and the perceived degree of service delivery.
12. Provide feedback on facilities as it relates to the program and services.
13. Lead appropriate professional meetings. Collaborate with other administration, educational leaders, and staff.
14. Promote and assist in the coordination of community relations. For instructional support, assure the maintenance of an up-to-date website.
15. Serve as an effective member to appointed councils or committees.
16. Oversee the Fine Arts programs in the division.
17. **A**dvance the organizations’ professional image to off- campus community groups, business and industry, agencies, or individuals as assigned. Responds to calls and correspondence regarding programs and services offered.
18. As appropriate, participate in resource development and grand writing, including preparation and submission of required grant applications and reports.
19. Collaborate with Central Services Staff, K - 12 Site-Based Administrators, Pre-K - 12 Staff, Families and Community members on District Comprehensive Needs Assessment.
20. Collaborate with Northampton County Schools Budget/fiscal department to ensure fiscal responsibility.
21. Support the implementation of district initiatives.
22. Perform other dutiesas assigned or delegated by the Director of Student Services.

# MINIMUM TRAINING AND EXPERIENCE

Bachelor’s Degree from an accredited institution in Education, Curriculum Development, or other related field.

Master’s Degree from an accredited institution in School Administration, Education, Curriculum Development, or related field.

Five (5) to seven (7) years of experience as a classroom teacher or in an administrative capacity in a public school setting. Any equivalent combination of training and experience that provides the required knowledge, skills and abilities.

Valid NC Administrator License

Must be able to commute between sites in the district.

# MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

**Physical Requirements:** Must be physically able to operate a variety of equipment including computers, copiers, etc. Must be physically able to operate a motor vehicle. Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body. Light Work usually requires walking or standing to a significant degree.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or thing

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates or assistants.

**Language Ability:** Requires the ability to read a variety of correspondence, reports, forms, billing statements, etc. Requires the ability to prepare correspondence, reports, forms, evaluations, budgets, purchase orders, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; and to apply the principles of descriptive statistics and statistical inference.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items such as office equipment and hand tools. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Does not require the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with emergency situations.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

# KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of federal, state and local policies and procedures.

Considerable knowledge of School Board policies, procedures and standards regarding education.

Considerable knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations.

Considerable knowledge of the current literature, trends, and developments in the field of education.

* + Considerable knowledge of the principles of supervision, organization and administration. Bring a spirit of enthusiasm, energy, and multi-cultural awareness.
  + Possess strong written and oral communication skills.
  + Demonstrate ability to apply data analysis, new strategies, and evaluation techniques.
  + Understand and communicate current trends and best practices in a variety of educational venues.
  + Understand and access state and federal regulations as they relate to education and educational services.
  + Possess excellent interpersonal skills in the areas of collaboration, team participation, creative problem-solving, conflict resolution, group planning, and decision-making processes. Demonstrate the ability to deal with people beyond giving and receiving of instructions.
  + Be student- and client-focuses. Advocate for and demonstrate excellence in scholarship, creativity, and achievement.
  + Be proficient in computer applications. Encourage use of technology in the delivery of instruction. Understand the challenges that faculty and students face in using technology.
  + Demonstrate strong organizational skills. Prioritize work to meet schedules and timelines. Show ability to equally manage numerous projects simultaneously. Follow through to timely completion of assigned tasks.
  + Demonstrate knowledge and good judgment in matters of agency policy and procedures.
  + Utilize proper discretion in dealing with confidential matters.
  + Demonstrate ability in making oral presentations before large groups of people.
  + Work well without close supervision and with little direction.
  + Be adaptable to performing under stress and when confronted with emergency situations.
  + Be able to work a flexible, extended schedule with a mind to get the job done.

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| **ACKNOWLEDGEMENTS** | |
| The following signatures acknowledge that the supervisor has verified the accuracy of the position description, has discussed position requirements with the employee, and has advised the employee of work performance expectations | |
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| *Reviewed by: Employee's Signature* | *Date* |
|  |  |
| *Approval by: Supervisor's Signature* | *Date* |
|  | |
| The completed and signed position description shall be maintained at the employee’s work location, shall be reviewed with the employee by his or her immediate supervisor, should be revised as required, and shall serve as the basis for all required evaluations. | |

# DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.