

FAIRFIELD PUBLIC SCHOOLS

Fairfield, Connecticut

- I. JOB TITLE: Director of Innovation: Curriculum and Programs PK-12
- II. CERTIFICATION/QUALIFICATIONS: Intermediate Administrator and Supervisor Certificate issued by the State Department of Education. Minimum of eight years of successful experience in education, including five years of administrative or supervisory background.
- III. WORK YEAR: 12 months
- IV. REPORTS TO: Chief Academic Officer
- V. JOB GOALS: Supervise and evaluate administrative staff as assigned by the Chief Academic Officer; conduct a continuous appraisal of the quality and adequacy of the district's professional learning and assessment initiatives in cooperation with Chief Academic Officer, Principals, Curriculum Leaders and Coordinators; assist principals in decision making in school matters; oversee-administration of state and district assessments PreK -12; serve as the District's ESEA Grant Coordinator; oversee transition programs PK-12
- VI. MAJOR RESPONSIBILITIES:
 - A. Administration
 1. Attend Board of Education meetings and work sessions to serve as advisor and resource to the Superintendent of Schools.
 2. Serve on or lead various system-wide committees, task forces, community-based groups and building project committees as may be required.
 3. Lead monthly meetings with the Leadership Team as assigned.
 4. Work cooperatively with administrators and other resource personnel to articulate the many aspects of Fairfield programs.
 5. Coordinate all data collection, analysis, assessment reports and records pertaining to the instructional program.
 6. Coordinate activities and interests of community agencies who may participate in the various aspects of the school program.
 7. Develop and monitor the implementation of federal entitlement grants.
 8. Develop and implement Fairfield Public Schools' Racial Imbalance Plan.
 9. Assist schools to resolve difficult personnel matters.
 10. Develop and deliver presentations to the Board of Education on various initiatives.
 11. Interpret and communicate various districts practices and policies to the community.
 12. Respond to Board of Education's questions/concerns related to school issues.
 13. Enact and Enforce all Board of Education policies.
 14. Partner with Central Office staff to determine staffing needs.
 15. Collaborate with administrators to develop and implement district-wide safety and security procedures.
 16. Facilitate opportunities for parent and community engagement at school-based and district events.

17. Collaborate on the development of the annual Superintendent's budget.
18. Performs all other tasks and duties as assigned by the Chief Academic Officer and/or the Superintendent of Schools.

B. Supervision and Evaluation

1. Facilitate the professional growth of principals and curriculum leaders as assigned by the Chief Academic Officer and/or Superintendent.
2. Evaluate leaders according to the Fairfield Administrator Evaluation Plan.
3. Provide supervisory support and advice to assigned administrators.
4. Provide feedback to principals on school improvement plans and facilitate a process of making connections with other improvement initiatives
5. Observe instructional practices in classrooms.
6. Assist principals with their administrative and operational responsibilities.
7. Consider requests for attendance by building administrators at conferences and/or meetings.

C. Program and Curriculum

1. Assist the building administrators in the implementation and evaluation of programs.
2. Leads the development and implementation of a district model of professional development that is aligned to identified best practices, incorporates a vehicle for assessing staff and district professional development needs, and includes expectations for professional development.
3. Develops district professional learning calendar.
4. Supports implementation of high quality district-based learning experiences using best practices of assessment.
5. Serves as District Facilitator of the TEAM program and insures mechanisms are in place to support teachers.
6. Oversees approval process for teacher professional learning.
7. Establish a district-wide assessment calendar with common benchmarks and tied to the SRBI timeline.
8. Oversee administration of state and district assessments PreK-12.
9. Coordinate the Elementary-Summer School Program.
10. Oversee curriculum revision and curriculum cycle.
11. Ensure consistency of instructional programs.
12. Oversee the district-wide preschool program.
13. Ensure consistent implementation of curriculum, instruction and assessment initiatives in all elementary schools.
14. With the Chief Academic Officer, oversee the development and implementation of district curriculum and ensure consistency across all schools.
15. With the Chief Academic Officer, Monitor Gifted program, English Language Learners program, SRBI, and co-curricular initiatives for coherence across all curriculum areas and levels.
16. Engage the District-Leadership Team around a common vision and goals in order to bring about improvement in teaching and learning through innovative methods.
17. Collaborate on technology planning with the Chief Academic Officer and the District Leadership Team.

18. Assists in the development and implementation of the new Teacher Orientation Program and its follow-up through the year.
19. Oversee the development of intervention services for elementary students.
20. Assist Leading the District Leadership Team in the development and use of school improvement plans.

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