



Cypress-Fairbanks Independent School District

An Equal Opportunity Employer

EMPLOYMENT OPPORTUNITY

DIRECTOR OF INSTRUCTION

Reminder: All persons wishing to be considered for this position in school year 2010-2011 should apply/reapply at this time online at www.cfisd.net

- Qualifications:**
1. Master's degree from a recognized, accredited college or university required;
 2. Appropriate administrator certification for the assignment; Instructional Leadership Development; certified training for teacher appraisal or eligible for such preferred;
 3. A minimum of four (4) years of successful experience as a classroom teacher; experience as a mentor teacher, team leader or department chair preferred; and
 4. Visionary leadership in administration to work with faculties, families, and communities of the 21st century.

Terms of employment: Probationary/Term Contract: 210 days

Salary: Salary Range (based on experience) as set by the Board of Trustees for the school year 2009-2010

Middle School, Windfern H.S., and Adaptive Behavior Center:

Pay Grade Administrative/Professional (AP) 118

Minimum	Midpoint	Maximum
\$59,747	\$71,129	\$82,509

Senior High School:

Pay Grade Administrative/Professional (AP) 120

Minimum	Midpoint	Maximum
\$63,930	\$76,108	\$88,284

Inquiries should be made to: Dawn Triska
Director of Personnel Management and Employee Relations
Phone: 281-517-2680
E-mail: dawn.triska@cfisd.net

Applications accepted online. For information: Human Resources
10300 Jones Road, Suite 238
Houston, Texas 77065
Phone: 281-517-2680 Fax: 281-517-2826
e-mail: patricia.eaves@cfisd.net
[All applicants MUST complete "Principalsight"](#)
[Apply online](#)
Category: 21 – Director of Instruction (Job #5196)

Deadline for application: Until filled
DI-10

REPORTS TO: Building Principal in the school assigned
Assistant Superintendent for Secondary Instruction (for district-wide responsibilities)

ESSENTIAL FUNCTIONS:

Responsibilities in Assigned School:

1. Serve as a catalyst for innovation in school assigned, including use of technology for delivery of instruction.
2. Use the Professional Development Appraisal System (PDAS) appropriately with teachers by systematically observing performance, recording observation, and conducting formative and summative evaluation conferences.
3. Provide technical assistance to the instructional staff, concerning the teaching/learning process and classroom management.
4. Work with appropriate instructional personnel in establishing standards for acceptable levels of student achievement.
5. Collect and analyze various data pertaining to student achievement.
6. Use student achievement data to recommend improvement in the purpose, design, materials, and implementation of the instructional program.
7. Serve as a problem-solver for student learning needs and related instructional issues.
8. Assist in the development, implementation and evaluation of campus improvement plans for school assigned.
9. Assist in designing pilot projects.
10. Offer workshops related to assigned content-area(s) and/or to campus improvement plans.
11. Provide assistance in hiring new staff and selecting teachers for leadership roles (e.g., teachers in specialized fields, team leaders, liaison, department chairmen).
12. Serves as an ambassador with parent groups or other community members.

Services to Other Campuses in Curriculum Coordinator Role

13. Assist campuses with development of the specifics of curricular units.
14. Visit classrooms, as requested, and provide feedback to teachers.
15. Function as a model teacher and/or coach for content-area teachers.

District-wide Leadership Responsibilities for Curriculum Coordinator Role

16. Work with teacher committees to determine priority objectives in content-area(s) assigned (as new objectives are generated at the state or district level).
17. Coordinate the updating of district curricular documents and other teaching-guide materials as needed.
18. Serve as the subcommittee chairman for content-area(s) assigned on district textbook committee.
19. Provide relevant research studies on topics related to student learning in content-area assigned.
20. Attend conference, workshops, seminars, and disseminates relevant information.
21. Supervise the development of assessment measurements of priority objectives to be administered district-wide as appropriate for content and students' developmental stage.
21. Provide training for campus trainers in areas related to improving students' success in learning (e.g., department chairmen, team leaders, liaison, elementary assistant principals, etc.).
22. Serve as a motivator for content-area teachers.