
BYRON-BERGEN CENTRAL SCHOOL DISTRICT



JOB POSTING

The Byron-Bergen Central School District invites you to apply for an anticipated opening:

Director of Instructional Services – The successful candidate must possess:

- New York State Administrator certification
- New York State teaching certification
- The ability to communicate effectively
- The background and experience facilitating diverse teams and integrated implementation initiatives for student and professional learning
- The ability to evaluate personnel, programs, and systems to identify priorities and develop/implement improvement plans
- Familiarity and experience with literacy (preferred)

Salary Range: \$80,000 to \$100,000, based on experience/qualifications.

Anticipated Start Date: July 1, 2019

Application Deadline: March 29, 2019, at 2:00 p.m. (received by)

TO APPLY: Send letter of interest, resume, completed administrative application, 3 letters of recommendation, and credential file to:

Mr. Mickey Edwards
Superintendent of Schools
Byron-Bergen Central School
6917 West Bergen Road
Bergen, NY 14416-9747

FOR APPLICATION/MORE INFORMATION: Web: www.bbschools.org
(visit District/Employment tab for job description)
e-mail: pgunio@bbschools.org
Phone: (585) 494-1220, Ext. 2329

The Byron-Bergen Central School District, located 20 minutes from Rochester and 40 minutes from Buffalo, combines the best of rural, village, and suburban living, in a school/community committed to helping children learn and grow.

Byron-Bergen Central School is an Equal Opportunity Employer and does not discriminate on the basis of age, color, religion, creed, disability, marital status, veteran status, origin, race or sex in the educational programs and activities which it operates.

Posting/Dir of Instructional Svcs Posting 3-5-19



Byron-Bergen Central School District's **MISSION** is to inspire, prepare, and support using the **VALUES** of compassion, humility, kindness, and persistence with the **VISION** to change the world.

BYRON-BERGEN CENTRAL SCHOOLS



JOB DESCRIPTION

TITLE: Director of Instructional Services

CATEGORY: Administrator

SUPERVISOR: Superintendent of Schools

DATE PREPARED: March 2019

QUALIFICATIONS:

- NYS School Administrator certification
- NYS School Teaching certification
- Ability to communicate effectively
- Background and experience facilitating diverse teams and integrated implementation initiatives for student and professional learning
- Ability to evaluate personnel, programs, and systems to identify priorities and develop/implement improvement plans
- Familiarity and experience with literacy preferred

JOB OBJECTIVE: Working collaboratively with District and building level administrators to articulate, coordinate, supervise, and improve a comprehensive system of calibrated curriculum, instruction, and assessment that leverages formative data-driven information for personalized, targeted experiences that facilitate both student and professional learning and growth in accordance with New York State Education regulations, New York State Laws, Federal Laws, and Board of Education policy. Additionally, to work with the Superintendent of Schools to cultivate continuous improvement opportunities to position the District for optimal performance.

JOB RESPONSIBILITIES/DUTIES: (specified, but not limited to the following)

1. **Student Learning**

- Facilitate the continuous improvement of a positive coordinated educational program designed to move everyone forward each day
- Evaluate all instructional programs, technology, and materials to identify priorities and develop/implement improvement plans.
- Guides the development, implementation, and ongoing monitoring of curriculum, instruction, assessment, and technology to maximize student learning
- Coordinates a balanced assessment system articulated and aligned to provide real-time feedback for improvement
- Collaborates with administrators and contributes to District efforts to build a meaningful and readily accessible system to support data-driven instruction

2. **Professional Capacity**

- Evaluates instructional personnel and approaches to identify priorities and develop/implement improvement plans
- Collaborates with administrators and contributes to District efforts to improve, integrate, and ensure more readily available information relating to student learning, professional learning, and organizational performance
- Identifies, procures, facilitates, and provides effective professional learning experiences to sustain current professional efforts and to support improvement efforts
- Monitors, understands, synthesizes, and disseminates educational research to sustain and support professional learning

- Oversees and supports the continued deployment of the Distributive Leadership Model by supervising and supporting teacher-leader stipend positions and Instructional Coaches
- Oversees and supervises Pupil Personnel Services (Special Education and Counseling) in developing, coordinating, planning, and monitoring of counseling, special education programs, the Committee on Special Education, the Committee on Preschool Special Education, and 504 processes
- Ensures compliance of professional learning in accordance with State and Federal Laws, NYSED Regulations, and BOE Policy
- Carries out special assignments and serves on District teams, work groups, and committees consistent with the duties of the Instructional Services Administrator at the request of the Superintendent of Schools
- Participates in APPR evaluations and support as assigned by the Superintendent of Schools

3. **Fiscal Stewardship**

- Builds, monitors, and oversees curriculum, assessment, and instruction annual budgets to support long-range District fiscal responsibility and implement District and building improvement initiatives
- Prepares and provides oversight and implementation of Federal, State, and local grants as assigned by the Superintendent of Schools

4. **Community Connectedness**

- Collaborates with administrators and contribute to communications that build positive community relations and showcase successes and accomplishments
- Collaborates with administrators and contribute to District outreach through District website, social media, digital communications, and print materials

5. **General Administration**

- Regularly reviews NYSED communications and documents to ensure compliance and recommend changes throughout the organization
- Regularly reviews BOE Policy, Administrative Regulations and other District documents to recommend changes throughout the organization
- Fulfills other duties assigned by the Superintendent

TERMS OF EMPLOYMENT:

Twelve-month year.

EVALUATION:

Performance of this position will be evaluated annually by the Superintendent of Schools.

Reviewed and agreed to by: _____

Incumbent Signature

Date: _____