



## NILES TOWNSHIP HIGH SCHOOL DISTRICT 219

7700 Gross Point Rd  
Skokie, IL 60077  
847-626-3000  
[www.niles219.org](http://www.niles219.org)

### Director of K-8 Math Curriculum and Instruction

**REPORTS TO:** Executive Director of K-12 STEM & Literacy

**SUPERVISES:** Licensed and Non-Licensed staff in designated departments  
Assigned Activity Sponsors

**POSITION OBJECTIVE:**

Oversee the creation, development and implementation of K-8 STEM programs within the Niles Township Collaborative for Curriculum (CFC); create a K-8 STEM learning environment that includes a guaranteed and viable curriculum and instructional pedagogy sufficient to ensure high school, college, and career readiness; supervise and evaluate the delivery of instruction in compliance with D219's Boards' Goals and district and building policies and procedures for the purpose of advancing student performance in K-12 STEM.

**MINIMUM QUALIFICATIONS:**

1. Master's Degree
2. Extensive teaching or administrative experience in appropriate related field
3. Illinois Administrator Endorsement
4. Completion of state identified teacher evaluation training

**REQUIRED SKILLS:**

1. Ability to work collaboratively within the school community
2. Management and problem solving skills
3. Ability to communicate and interact effectively with a variety of audiences
4. Ability to interpret, analyze and use data
5. Ability to use applicable Web 2.0 technologies
6. Knowledge of content and best practices in math instruction and pedagogy

**PERFORMANCE RESPONSIBILITIES:**

**Evaluates the Performance of Licensed and Non-Licensed Staff Members**

1. Oversees the establishment of K-8 Mathematics curriculum aligned to Common Core and other professional organization standards to ensure high school, college, and career readiness for all students; supervises the implementation of that curriculum through administrator and teacher professional development and support



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2. Coordinates with Executive Director of STEM & Literacy and CFC Directors on the establishment of a cohesive K-8 STEM and Literacy curriculum aligned to the Common Core and NGSS.
3. Monitors Individualized Student data and data tracking systems to ensure that students are moving systematically toward high school, college, and career readiness by established benchmarks
4. Discusses needs with CFC Administrative Team to determine short and long range projects related to curriculum, schedule, infrastructure, evaluation, communication, policies, professional development, and other areas
5. Coordinates curriculum, programming and budget with CFC Administrative Team
6. Collaborates with D219 directors regarding curriculum alignment and college and career readiness
7. Oversees K-8 STEM and Literacy classroom instruction and professional development
8. Supports the professional development of K-12 staff members
9. Collaborates on the planning, evaluating and oversight of testing programs for K-8 Math to ensure that college and career readiness curriculum is being implemented effectively
10. Supports the introduction of instructional ideas and strategies to staff members
11. Assists as needed in the hiring and assignment of candidates
12. Supervises and evaluates curriculum, enrichment and club related activities K-8
13. Supports K-8 Districts in evaluating curricular and extracurricular math programs and materials
14. Coordinates with the Executive Director of STEM & Literacy the assignment of student teachers and observers within designated curricular area(s) K-8
15. Performs other duties as assigned

### **Coordinates the Review, Revision and Implementation of K-8 Mathematics Curriculum articulated to high school, college, and career readiness.**

1. Assist in coordinating school and district articulations
2. Plan and provide K-8 mathematics professional development
3. Coordinate training for teachers on curriculum
4. Analyzes student progress in the content area
5. Analyzes student placement
6. Works with K-8 teachers to develop curriculum and assessments, e.g., learning targets, curriculum guides, benchmark exams, and end-of-course assessments
7. Supervises the implementation of K-8 mathematics curriculum and instructional programs
8. Facilitates the revision of the curriculum and course offerings



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### **Leads the Department(s)**

1. Implements board(s') policies and procedures
2. Organizes and coordinates with CFC Administrators on the development of K-8 leadership meetings and grade level professional growth
3. Keeps informed about current trends and practices in the various subject matter fields and disseminates professional information and materials to staff
4. Collaborates with other STEM and Literacy leaders to coordinate programs
5. Participates in activities for continued professional growth
6. Works to resolve both inter and intra-departmental conflicts
7. Maintains open communication with parents, parent groups, and community organizations
8. Represents the district at professional meetings and conferences
9. Supports summer professional development needs
10. Performs other duties as assigned

### **Provides Fiscal Management for the Department(s)**

1. Advises the Executive Director of STEM & Literacy on budgetary needs
2. Prepares and implements grants as appropriate

### **Manages Departmental Organization**

1. Maintains administrative records; prepares board reports and correspondence to all stakeholders
2. Performs other duties as assigned by the Executive Director of STEM & Literacy
3. Conducts meetings and attends relevant school, district(s) and professional meetings as necessary
4. Responds to requests for information about the K-8 and K-12 mathematics program

### **PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is frequently required to stand, walk, sit and talk or hear. The employee is occasionally required to reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and the ability to adjust focus. The employee is continuously interacting with the public, staff and students. The employee frequently must meet multiple demands from several people. The employee is regularly required to sit and stand. The employee is required to walk; use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; talk and hear. Occasionally the employee must use hand/grip strength to operate office equipment. Ability to withstand long term use of video display terminals is required.



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**WORK ENVIRONMENT:** The noise level in the work environment is usually moderate. The employee is required to regularly interact with the students, staff and the public.

**TERMS OF EMPLOYMENT:** 205 days with comprehensive benefits package.

**SALARY RANGE:** Target hiring range for this position will be between \$115,000 to \$130,000 per year. Offered salary will be determined by the applicant's education, experience, knowledge, skills and abilities, as well as internal equity and alignment with market data.

**PERFORMANCE EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the District procedures on administrative evaluation.

Apply on-line at: [www.niles-hs.k12.il.us](http://www.niles-hs.k12.il.us)

The information contained in this job description is for compliance with the Americans With Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Niles Township High School District 219 is an Equal Opportunity Employer. It is the policy and practice of District 219 to decide all matters relating to employment solely on the basis of the applicant's ability to perform the essential functions of the position. District 219 ensures equal employment opportunities regardless of race, creed, sex, color, national origin, religion, age, or handicap.

The District has a policy of active recruitment of qualified minority teachers and non-certified employees. Any individual needing assistance in making an application for opening should contact the Assistant Superintendent for Human Resources.