

## **WENTZVILLE R-IV SCHOOL DISTRICT**

### **Position Description**

**Position Title:** Success Ready Content Leader  
**Reports To:** Director of Elementary Learning & Director of Secondary Learning

#### **SUMMARY**

Assists the Directors of Elementary and Secondary Learning in the effective and efficient development, implementation, and evaluation of college and career readiness and CTE programs.

#### **QUALIFICATIONS/REQUIREMENTS**

The Content Leader shall have completed the equivalent of at least a Master's Degree program with extensive coursework and experience in career tech education. Classroom teaching experience of 5 years is preferred with a valid Missouri teaching certificate.

#### **ESSENTIAL JOB DUTIES**

- Works with staff and community members to analyze college and career needs of the individual schools and District.
- Analyzes state and local data to inform program and pathway development.
- Analyzes data to revise existing curriculum to improve student achievement.
- Provides leadership for the development and maintenance of curriculum and assessments for all students.
- Provides leadership in the selection of resource adoption and resource development.
- Provides leadership for the development and maintenance of career technical education programming.
- Provides leadership in the area of college and career readiness.
- Works collaboratively with other Content Leaders within the department.
- Provides leadership to meet the MSIP standards.
- Collects and analyzes data to monitor the effectiveness of college and CTE programming.
- Demonstrates the ability to analyze and utilize current research.
- Works collaboratively with the Professional Learning Committee.
- Demonstrates effective administrative, communication, organizational, problem-solving, and decision-making skills.
- Demonstrates positive, professional relationships with district personnel, parents and community members.
- Demonstrates a sense of professional responsibility through networking with other districts and professional organizations and participating in professional growth activities.
- Provides instructional coaching.
- Works collaboratively to ensure student success.

#### **OTHER DUTIES AND RESPONSIBILITIES**

Performs other duties as assigned by the Directors of Academic Services.

**ADA COMPLIANCE**

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The additional duties and responsibilities listed are performed by the individuals currently holding this position and additional duties may be assigned when appropriate.

**TERMS OF EMPLOYMENT**

Salary and work year to be in accordance with the current salary schedule plus 20 additional days and District Policies. Days employed in excess of the established work calendar shall be payable at the employee's regular daily rate.

**EVALUATION**

Performance in this position will be evaluated annually in accordance with the provisions of the Board's Policy on evaluation of certified personnel.