

Director of Teaching & Learning

QUALIFICATIONS:

- ◆ Hold current Oregon supervisory/administration credential;
- ◆ Have a minimum of four years teaching experience (to include experience at all levels K-12); and
- ◆ Valid First Aid Card as requested by supervisor.

REPORTS TO:

- ◆ Superintendent

JOB GOAL:

The job of the Director of Teaching and Learning directs and assigns district-wide programs (curriculum, instruction, professional development, assessment and instructional technologies) and related services; ensures that program components maximize the educational experience of every student; provides information and serves as a resource to others; achieves defined objectives by planning, evaluating, developing and implementing and maintaining assigned services in compliance with established guidelines; and serves as a member of the district administrative/leadership team.

PERFORMANCE RESPONSIBILITIES:

1. Collaborates with a wide variety of internal and external personnel (e.g. administrators, board members, teachers, assigned staff, vendors, auditors, public agencies, regulatory agencies, community members, etc.) for the purpose of implementing services and programs.
2. Compiles data from a variety of sources for the purpose of evaluating assigned district programs and/or related services, developing programs and/or services, making decisions for program enhancement and complying with financial, legal, and administrative requirements.
3. Coordinates program components, supports needs and materials for the purpose of delivering services that enhance student learning and conforms to established guidelines.
4. Develops and manages budgets, expenditures, and related financial activities for the purposes of ensuring successful instructional programming and related support.
5. Evaluates policies, procedures and current practices that are related to assigned program components for the purposes of ensuring that programs and services meet student and teacher needs and meet district and state objectives and guidelines.
6. Facilitates and participates in meetings, committees, workshops, seminars, and processes for the purposes of identifying issues, developing recommendations, supporting other staff and serving as a district representative.
7. Oversee assigned program and/or departmental activities (e.g. curriculum development and alignment, instructional strategy development, professional development offerings, implementation and training related to instruction, etc.) for the purpose of achieving outcomes related to student achievement.
8. Oversee the development of curriculum content for the purposes of enhancing student achievement and conforming to district and state curriculum and/or instructional objectives.
9. Performs personnel functions (e.g. interviewing, hiring, evaluating, training, supervising, etc.) for the purposes of enhancing student achievement, maintain staffing, and enhancing productivity for achieving district and program objectives.

10. Presents information on a variety of topics (e.g. policy and/or procedure, instructional strategies, professional development design, student achievement testing, curriculum guidelines, equity-based practice, etc.) for the purposes of conveying information and/or recommendations regarding district curriculum, programs, and instruction.
11. Researches a variety of topics (e.g. equity-based instructional practices, cultural competency, instructional technologies, current practices and methods, bridging achievement and opportunity gaps, curriculum guidelines, regulations, etc.) for the purposes of developing new and/or revising existing programs and strategic plans.
12. Responds to issues and inquiries from internal and external parties (e.g. administrators, board members, community, parents, students, teachers and outside agency partners) identifying the relevant issues and recommending or implementing plans of action that will efficiently resolve issues or challenges.

OTHER FUNCTIONS:

- Complete all other assignments and duties as assigned by the Superintendent.

Management Team Member

1. Understands the operation of the district management team and is a fully functioning member of the group.
2. Keeps abreast of changes and developments in the profession by attending professional meetings, reading professional journals and other publications, and discussing problems of mutual interest with colleagues.
3. Participates in administrators' meetings, negotiation meetings, and such other meetings as are required or appropriate.

TERMS OF EMPLOYMENT:

- ♦ According to Board policy, master contract and school calendar.

EVALUATION:

- ♦ Performance will be evaluated annually in accordance with Board Policy and established procedures.

I have received a copy of this job description.

Signature

Date