

PUTNAM COUNTY SCHOOLS JOB DESCRIPTION

- Position:** Director of Extended Learning and Student Support
- Evaluated by:** Assistant Superintendent for Curriculum/Instruction
- Job Description:** The Director of Extended Learning and Student Support is responsible for working collaboratively with others to implement, revise and monitor assigned programs and to provide direct focus on improving outcomes of targeted subgroups.
- Qualifications:** Holds a master's degree related to the public-school program. Has a minimum of five years of teaching or related public-school field, or administrative experience.
- Length of Employment:** 261 Days
- Responsibilities:** The Director of Extended Learning and Student Support shall have the following responsibilities and duties:
1. Demonstrate cognitive skills to gather, analyze and synthesize information to reach goals.
 2. Enhance quality of total school/county organization.
 3. Interpret federal/state regulations regarding ESSERF set aside requirements, SOLE programming, SOLE Data Reporting, 21st Century Grant Funding, and/or other federal or state grant opportunities afforded to PCS that enhance extended, afterschool or summer programming.
 4. Develop and implement an orientation, professional learning community and evaluation system for LEA summer, afterschool and extended learning programs.
 5. Develop and oversee use of instructional data system to guide summer, afterschool and extended learning opportunities for students.
 6. Manage collaboration efforts with educational consortium related to job duties.
 7. Administer, revise and manage support programs applicable in accordance with federal, state and county policies and regulations.
 8. Uphold fiscal procedures to include preparation of grant applications and monitoring of budgets in areas of assignment to ensure alignment to the county and school specific strategic plans; utilize GPS planning and funding platforms, ensure timesheet code review prior to submission of payroll.
 9. Prepare all appropriate reports, data submissions and applications as required.
 10. Collaborate regarding gifted and talented education programming and participate in system wide implementation of services to students.
 11. Evaluate Advanced Placement Programs, lead system wide instructional focus on improvement strategies to increase student outcomes.
 12. Collaborate in development of extended student learning opportunities aligned with the WVDE empowerment approach. Lead professional learning and implementation of practice focused on experiential learning.
 13. Collaborate and/or oversee implementation of PLTW and other STEM related initiatives to include professional development related to these activities.
 14. Collaborate on instructional evaluation of Virtual Learning Opportunities for Students.
 15. Provide professional development on evidence-based practices as related to students with disabilities and develop implementation approach with school administrators as part of multi-tier system of support model
 16. Partner in evaluation and further development of the MTSS academic model in attempts to increase subgroup performance

17. Develop data collection system disaggregated by student subgroups to include students with disabilities related to how Covid 19 pandemic has affected instruction and learning to guide instructional planning and decision making
18. Provide guidance and oversight regarding requirements under the federal financial accountability transparency act
19. Prepare reporting tools regarding impacts and outcomes disaggregated by student subgroups to include students with disabilities through use of ARP ESSERF funding
20. Utilize UDL, DI and Scaffolding efforts as extended learning evidence-based practices to increase county LRE outcomes.
21. Perform other duties as assigned by the Superintendent or Assistant Superintendent for Curriculum/Instruction.