

Position Title:

Director of Teaching and Learning

Supervisor:

Superintendent

Purpose: Implement and maintain pupil service programs and services in conformance with district and state objectives; provide written support and/or convey information; serve as a resource to other school personnel, the Board and other districts; and ensure that objectives, programs, and services are achieved within budget guidelines.

Duties:

- Develop, revise, and evaluate the district's curriculum and professional development programs.
- Plan, organize and direct implementation of the district curriculum and local and state assessment systems.
- Oversee the district coordination of curriculum, instruction, and assessment and make recommendations when building principals or Board authorization is needed.
- Provide leadership and coordination in collecting and using assessment data to improve student learning.
- Provide leadership and coordination in best instructional practices to improve student learning.
- Provide leadership and coordination in best assessment practices to improve student learning.
- Prepare and submit the Director of Teaching and Learning budget, approve all budget expenditures and monitor expenditures of allocated funds including grants.
- Communicate with the administrative team and staff to keep them informed of curriculum, instruction, assessment and professional development related activities and initiatives.

Skills:

- Active Learning - Understanding the implications of new information for both current and future problem-solving and decision-making.
- Critical Thinking - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Learning Strategies - Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- Monitoring - Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Communication - Communicating effectively as appropriate for the needs of the audience.

Job Description Approved: October 17, 2019