



Job Title: Director of Teaching and Learning (PK-12)

Job Family: Certified

Pay Program: Certified

Job Code:

Typical Work Year: 12 months

SUMMARY: The Director will provide leadership in the development, articulation, and coordination of teaching and learning processes. The Director will provide leadership and expertise in the development and implementation of a guaranteed and viable curriculum for all students. They will also provide a continual K-12 curriculum program, evaluation and assessment of instructional practices and coordination within general education programs. The Director will be vital in the development, the administering of, the monitoring of and the coordination of the District's professional development.

ESSENTIAL DUTIES AND PERFORMANCE RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Task Descriptions
<ul style="list-style-type: none">Lead the development and implementation of the PreK-12 curriculum with stakeholder involvement aligned with the District Model. Work closely with the curriculum facilitators through this process.
<ul style="list-style-type: none">Analyze various data sources to support teachers and administrators to evaluate PreK-12 curriculum and monitor student achievement data across content areas to ensure continuous improvement of curriculum, teaching and learning.
<ul style="list-style-type: none">Lead, develop, administer, monitor, and evaluate PreK-12 professional development activities in collaboration with the administration and instructional coaches. Ensure a PK-12 vision and alignment for professional development.
<ul style="list-style-type: none">Coordinate the PreK-12 assessment system for student learning and school improvement in collaboration with the administrative team.
<ul style="list-style-type: none">Assist and support the Teacher Leadership and Compensation program. Provide ongoing support for mentors, instructional coaches, curriculum facilitators, and PLC leaders. Evaluate curriculum facilitators/district level coaches.
<ul style="list-style-type: none">Responsible to ensure the completion of the Comprehensive School Improvement Plan (CPlan), Adequate Yearly Progress Goals (AYP), State and Federal Reporting
<ul style="list-style-type: none">Collaborate with AEA, Administrators, and teachers to ensure the alignment of curriculum, instruction, and assessment to instructional technology.
<ul style="list-style-type: none">Interpret, communicate, and stay abreast of federal, state, and district policy and procedures related to curriculum. Ensure the district is meeting the expectations in the area of curriculum, instruction, and assessment.
<ul style="list-style-type: none">Lead and manage budgets for curriculum and instruction across multiple funding sources.
<ul style="list-style-type: none">Maintain a close working relationship with school-based and District-level administrators to ensure information exchange, coordination of efforts, and general support for the decision - making process.
<ul style="list-style-type: none">Collaborate with entire administrative team to provide new teacher orientation and district level meetings/professional development/training.
<ul style="list-style-type: none">Report on the status of curriculum and instruction programs and services, including assessment and evaluation information, at the request of the Superintendent.
<ul style="list-style-type: none">Perform other duties as assigned.

Qualifications:

- Professional Administrator License (Required)
- Iowa BoEE Endorsement Evaluator Approval (Required)
- Minimum of five years successful teaching experience

- Previous supervisory and/or administrative experience (Preferred)
- Knowledge of current and best practices in curriculum, including student assessments
- Demonstrates a well-developed background in curriculum, instruction and assessment
- Exceptional writing, interpersonal, communication and leadership skills
- Utilize, analyze and interpret data for decision making
- Communicates effectively, proactively, and respectfully with teachers, staff, parents, and other stakeholders
- Ability to work collaboratively with other district administrators and faculty to move the district forward
- Holds onto the district’s mission and core values while demonstrating integrity, accountability, sincerity, patience, flexibility and humility
- Ability to coach and lead professional development
- Defined understanding of assessing student growth and achievement

LICENSES, REGISTRATIONS OR CERTIFICATIONS:

- Criminal background check required for hire
- Administrator’s License
- CPR and First Aid certifications are preferred

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

In addition to abilities needed to meet the essential duties and performance responsibilities for the position assigned:

- Provide leadership in identifying and acquiring appropriate teaching materials, resources, textbooks, and equipment.
- Assist in interpreting programs, policies, and philosophy of the District to staff, students, and community.
- Assist with the recruitment, selection, and placement of instructional and administrative personnel.
- Supervise assigned personnel, conduct annual performance evaluations, and make recommendations for appropriate employment actions.
- Demonstrated skills in facilitation, conflict resolution and adult learning.
- Demonstrated skills in data gathering and analysis, project planning and evaluation.
- Demonstrated skills in working with district staff on curriculum implementation.
- Word-processing skills and knowledge of student information systems such as Infinite Campus and DE reporting sites.
- Ability to promote and follow Board of Education Policies, Superintendent Policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for education enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Excellent communication skills.
- Ability to maintain confidentiality in all aspects of the job.
- Strong inter-personal and organizational skills.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers, typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint Use of Instructional Technology

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	Position Title	Job Code
Reports to:	Superintendent of Schools	
Supervises:	Curriculum Facilitators	
Coordinates with:	Director of Student Services, Principals, Teachers, Curriculum Facilitators, and Instructional Coaches	
Supervisory responsibilities:	Include hiring, directing work, assigning work, training and evaluating	

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Participates in developing, administering, and coordinating district budgets for curriculum development, support programs, professional development activities, and assessments.
- Solely responsible for initiating requisitions from the aforementioned budgets.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Activities:	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit		X		
Use hands to finger, handle or feel	X			
Reach with hands and arms	X			
Climb stairs or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste	X			
Smell	X			
Weight & Force Demands:	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

Mental Activities:	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy			X	
Coordinate				X
Instruct				X
Compute				X
Synthesize				X
Evaluate				X
Interpersonal Skills				X
Compile				X
Negotiate				X

Work Environment:	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or Humid Conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			

Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

Vision Demands:	Required
No special vision requirements	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

Noise Level:	Exposure Level:
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	

PHYSICAL REQUIREMENTS OF THE JOB:

- Must have a valid driver's license and reliable transportation to get to work and drive between schools within the district.

EVALUATION OF JOB PERFORMANCE:

- Performance of this job will be evaluated in accordance with provisions of the Board of Education policy on evaluation of personnel and the contractual agreement with the employee.