



**Dallas Center-Grimes
Community School District**

Director of Teaching and Learning

The Director of Teaching and Learning will provide leadership and guidance to the district by ensuring measurable academic improvement, providing professional development and leadership with our teachers, teacher leaders and teacher leadership program. All responsibilities will be in coordination with the Associate Superintendent of School Improvement.

Qualifications:

1. Professional Administrator License or Master Educator License
2. Iowa BoEE Endorsement Evaluator Approval
3. Minimum of five years of successful teaching experience.
4. Previous supervisory and/or administrative experience.
5. Knowledge of current and best practices in the assigned areas, including curriculum, instruction and assessment.
6. Ability to utilize, analyze and interpret data for decision making.
7. Communicates effectively, proactively, and respectfully with teachers, staff, parents, and other stakeholders.
8. Ability to work collaboratively with other district administrators and faculty to move the school district forward.
9. Holds onto the district's mission and core values while demonstrating integrity, accountability, sincerity, patience, flexibility and humility.
10. Ability to coach and lead professional development.
11. Exceptional writing, interpersonal, communication and leadership skills.
12. Performs other duties as assigned by the Associate Superintendent of School Improvement.

The Director of Teaching and Learning will:

- Partner with Associate Superintendent to coordinate and lead all school improvement efforts
- Coordinate the Teacher Leadership Program
- Plan and deliver PreK-12 professional development activities with Associate Superintendent of School Improvement and Director of Student Services
- Coordinate Student Teacher and Practicum Student placements
- Coordinate Teacher & Paraeducator Registered Apprenticeship Program (TPRA) for high school students
- Compile and submit required state and federal reporting
- Coordinate Instructional Practices Inventory (IPI) process and data analysis
- Serve as district Level One Investigator

The Director of Teaching and Learning will be responsible for:

- **Teacher Leadership Program:**
 - District TLC Plan revisions
 - TLC Plan updates and End of Year Report submissions
 - Communicating and monitoring job responsibilities for Instructional Coaches, Curriculum Facilitators, Professional Learning Communities (PLC) Leaders and Mentors
 - Coordinating with Associate Superintendent, assess Professional Development opportunities for TLC positions
 - Communication to Principals, Teacher Leaders and District Administrators regarding TLC Evaluation criteria and data gathering process
 - Supervise and Evaluate Instructional Coaches and Curriculum Facilitators
 - Support PLC Leaders, as it relates to their TLC responsibilities
 - Support Mentors, as it relates to their TLC responsibilities
 - Attend Heartland AEA TLC Coordinator Meetings, as necessary
- **Beginning Teachers and Mentors:**
 - Serve as the District's Beginning Teacher and Mentor Contact for Dept. of Ed. and Heartland AEA
 - Coordinate Mentors for all *new to the profession* teachers, on an Initial License, new to the district
 - Provide training to all new teachers in the district in Year 1 and Year 2 of their Initial License
 - Provide Mentor training to all Mentors assigned to *new to the profession* teachers in the district
 - Submit data for district Mentoring and Induction Plan for state reporting
- **Instructional Practices Inventory (IPI) - Technology Component (IPI-T)**
 - Examine Instructional Practices Inventory (IPI/IPI-T) process within the district
 - Coordinate and communicate IPI/IPI-T process and expectations
 - Monitor IPI/IPI-T implementation throughout the district
 - Lead IPI/IPI-T data analysis and next steps related to data
 - Schedule training, when needed, in IPI/IPI-T
- **School Improvement**
 - Assist in coordinating trainings for building and district staff to strengthen school improvement efforts and processes
 - Participate in School Improvement process and practices and its related professional development
 - Participate in MTSS related trainings/professional development
 - Participate in ESSA trainings/professional development
 - Assist with required federal, state and district reporting

- **PreK-12 Professional Development:**

- Coordinate and assist with planning and delivering district and building professional development activities to staff with Associate Superintendent of School Improvement and Director of Student Services
- Collaborate and plan, with the Associate Superintendent, learning for district and building administrators and needed cabinet members
- Coordinate and plan, with the Curriculum Facilitators and Instructional Coaches, professional development for essential learnings, curriculum, instruction and assessment, instructional practices, and ongoing curriculum resource implementation support

Perform such other duties as assigned by the Associate Superintendent, duties that may be required by the board, directed by the Superintendent, or required by law.