Position Title: Director of Teaching and Learning

Reports To: Superintendent

Summary Position Description:

The Director of Teaching and Learning is responsible for the development, implementation, and management of the district’s academic achievement. This position’s responsibilities are to increase district-wide academic achievement and to provide leadership for the coordination of related support activities, including but not limited to curriculum, instruction, assessment, and professional development. This person will work together with teachers, principals and district office staff to achieve measurable teaching and learning goals.

General Responsibilities and Essential Functions:

- Provides leadership for the district’s academic achievement and related support activities.
- Provides direction and expertise in curriculum, instruction, standards, research, assessment, evaluation, and district-wide professional development.
- Coordinates executive-level functions with other cabinet members and the superintendent.
- Promotes the district’s mission and the attainment of increased academic and accountability for all students and executes strategies to increase academic achievement, reduce the achievement gap, while increasing positive school climate.
- Assumes a leadership role as the goal manager in the implementation and evaluation of the Teaching and Learning goals for the district’s Strategic Plan; prepares and completes reports; interprets and synthesizes relevant data for effective decision-making by administrators, the board, and the superintendent.
- Provides direction and maintains up-to-date knowledge of educational reform and instructional best practices in all aspects of K-12 education.
- Participates in on-going training to enhance professional skills, acquire, maintain, and provide information/training regarding current state-of-the-art methods and techniques in the areas of educational programs and administration; coordinates with local, state and national institutes or agencies as needed.
- Develops and implements policies and administrative regulations in areas of responsibility.
- Facilitates the district curriculum revisions, adoptions and production of associated documents.
- Facilitates district-wide committees related to Teaching and Learning.
General Responsibilities and Essential Functions: (Continued)

- Manages all aspects of the Teaching and Learning budget. Manages various grants and ensures fiscal expenditures are in compliance with district procedures and practices.
- Manages the district’s student assessment system.
- Facilitates and coordinates district efforts to involve parents and the general community in planning, implementation, and evaluation of academic achievement, curriculum, instruction, educational support and student support services and activities.
- Ensures the necessary reports are prepared, including reports for state and federal compliance purposes; monitors and assists with monitoring compliance issues; maintains currency on the rules, regulations, and other requirements for compliance; develops and assists with developing district policies to ensure compliance.
- Attends or participates in all required district, board and committee meetings and other activities deemed necessary by the superintendent, in order to accomplish the objectives of the position and for professional achievement.

Qualifications:

Must demonstrate a successful level of the knowledge, skills, and abilities listed below:

- Extensive knowledge in the area of curriculum development, implementation, and evaluation.
- Thorough knowledge of latest research and best practices in the area of student assessment.
- Thorough knowledge of instructional theory and practice including the assessment of instruction.
- Thorough knowledge of effective principles and practices of management.
- Ability to facilitate and promote collaborative decision-making.
- Ability to make effective independent decisions when situation requires.
- Ability to analyze complex situations and synthesize diverse information.
- Ability to function in an environment characterized by potential for high levels of stress and absence of regular feedback or direction.
- Ability to promote consensus among groups of individuals with diverse interests and values.
- Ability to effectively communicate, oral and written, and address complex educational issues to a wide variety of audiences.
- Ability to receive and act on constructive feedback; creates an atmosphere of high expectations for self and others; and a desire for continual improvement.
- Demonstrated high energy and work ethic, integrity, people skills, and high expertise/experience.
- Demonstrated leadership skills and the ability to build leadership in others.
- Skills in organizing, time management, and coordinating workload.
- Demonstrated skills in leading school staffs and building administrators in comprehensive school improvement.
Qualifications, Cont:
- Technology skills including, but not limited to personal computer operation and ability to learn and operate a variety of software programs.

Education and Experience Requirements:
- Minimum of a Master’s degree in Educational administration or other area related to responsibilities.
- Five years of innovative program management, supervisory, or administrative work experience; building administrative experience; or any combination of education, experience, and training which provides the applicant with the knowledge, skills, and ability required to perform the work.
- Must possess or qualify for Washington Program Administrator Certificate and hold a valid Washington State teaching certificate.
- Principal experience preferred, but not required.