

DIRECTOR IV – TEACHING AND LEARNING

BASIC FUNCTION:

Under the direction of the Assistant Superintendent of Curriculum and Instruction; plan, organize, implement and administer the instruction program for the District; to oversee all curriculum matters; to align courses of study with District and state standards; to collaborate with site leaders, staff, and District colleagues; to coordinate and supervise curriculum development and textbook selection process; to coordinate and oversee the District curriculum council; to guide and facilitate articulation with feeder districts; to coordinate summer school; and to perform a variety of related duties; and serving as a member of the leadership team.

REPRESENTATIVE DUTIES:

- Through a lens of equity plans, directs, develops coordinates, and evaluates the District's instructional program. **E**
- Reviews courses of study from all district school sites to assure compliance with state and District standards. **E**
- Supervise the development of standards, courses of study, brochures, catalogues, parent handbooks, manuals, and other instructional materials. **E**
- Plans, organizes, and participates in the evaluation and selection of textbooks and instructional materials and equipment. **E**
- Collaborates and coordinates with Instructional Technology staff to develop and implement electronic systems related to instructional programs, student records, course coding and other curriculum issues. **E**
- Meets with site administrators and District staff to discuss local site concerns, charts priorities for District curriculum; introduces new concepts and philosophies related to instruction; coordinates and articulates issues related to teaching and learning. **E**
- Leads and conducts District curriculum council meetings. **E**
- Monitors Guidance programs at school sites; meets with guidance staff to review services; established priorities for guidance programs. **E**
- Facilitates and conducts meetings, workshops, seminars, etc. (e.g. personnel actions, financial procedures, regulatory requirements, actions involving outside agencies, enter-district needs, etc.) for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as a District representative. **E**
- Develops and conducts staff professional development programs to support improvement in teaching and learning. **E**
- Provides the organization, leadership and process to organize, create, and develop a system of assessments to measure student achievement growth, and assist teachers and staff with instructional planning, re-teaching, and achievement of mastery. **E**
- Plans, develops, and conducts public and community relations programs pertaining to curriculum and assessment planning and development processes. **E**
- Participates in a variety of meetings (e.g. workshops, inter and intra district committees, cabinet meetings, seminars, conferences, etc.) for the purpose of conveying and gathering information regarding a wide variety of subjects required to carry out their administrative responsibilities. **E**
- Performs personnel functions (e.g. hiring, supervising, evaluating, etc.) for the purpose of purpose of maintaining a well-qualified and culturally diverse employee workforce with necessary staffing, enhancing productivity of staff, and ensuring necessary department/program outcomes are achieved. **E**
- Prepares a wide variety of reference, presentation, policy and administrative materials (e.g. plans, budgets, funding requests, reports, analyses, recommendations, procedures, etc.) for the purpose of documenting activities, requests and issues; providing audit references, and/or meeting compliance requirements. **E**
- Presents information on a variety of topics (e.g. financial information, overviews of programs/services, policies and procedures, etc.) for the purpose of providing general information, training others, implementing actions, etc. **E**
- Responds to issues involving staff, conflicts in policies and regulations, community concerns, parental requests that may result in some negative impact and/or liability if not appropriately addressed for the purpose of identifying the relevant issues and recommending or implementing a plan of action that will efficiently resolve the issue. **E**
- Help coordinate District Tech committee along with the Director of Instructional Technology and work closely with District Tech TOSA's. **E**
- Facilitates and leads district Curriculum Council meetings. **E**
- Participates as needed in the negotiation process as a member of the district's negotiations team(s). **E**
- Maintains manual and electronic documents, files and records for the purpose of providing accurate information in compliance with regulatory requirements and established guidelines. **E**
- Supervises and evaluates assigned personnel for the purpose of enhancing productivity of personnel and achieving department objectives. **E**

- Supports the Assistant Superintendent, Superintendent, Board, and department administrators for the purpose of developing and implementing services and programs and achieving operational goals. **E**
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

KNOWLEDGE OF:

Review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: theory of collective pertinent laws, codes, policies, and/or regulations; personnel processes; standard business practices; education technology, teaching philosophies, personnel management, and practicing cultural competency while working collaboratively with diverse groups and individuals.

ABILITY TO:

Schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of difficult situations with sometimes difficult people; work with competing interests from various sites; analyze data utilizing defined but different processes; operate equipment using a variety of processes. Ability is also required to view people and situations through a lens of equity; work with a significant diversity of individuals and/or groups. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; establishing and maintaining effective working relationships; meeting deadlines and schedules; setting priorities; working with detailed information/data and maintaining accurate records; working as part of a team; working with multiple projects; dealing with frequent interruptions and changing priorities; maintaining confidentiality; and facilitating communication between persons with frequently divergent positions.

SKILLS TO:

Perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing projects; overseeing program financial activities; developing effective working relationships; preparing and maintain accurate records; administering personnel policies and procedures; analyzing data; classifying data and/or information; conducting interviews; facilitating meetings; and interviewing techniques and practices.

EDUCATION AND EXPERIENCE:

Valid California Administrative Services Credential required.
 Single Subject or PPS Credential required.
 Site Administrative Experience required.
 Classroom Teaching Experience required.
 Instructional Development Experience preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California Driver's License & Evidence of Insurability.

WORKING CONDITIONS:

Office environment.
 Driving a vehicle to conduct work.
 Attendance at Monthly Board Meetings.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information and make presentations.
 Dexterity of hands and fingers to perform extensive work at a computer.
 Ability to stand, walk, and sit frequently or for extended periods of time.
 Bending at the waist, kneeling or crouching to retrieve and store files.
 Seeing to read a variety of materials.

