

Executive Director – TEACHING AND LEARNING

BASIC FUNCTION:

Under the direction of the Assistant Superintendent of Curriculum and Instruction; plan, organize, implement and administer the instructional program including curriculum, instruction and assessment for the District. Collaborate with all District Directors to ensure a coherent instructional program and perform a variety of related duties while serving as a member of various leadership teams.

REPRESENTATIVE DUTIES:

- Coordinates and supervises curriculum development and textbook selection process. **E**
- Guides and facilitates articulation with feeder districts. **E**
- Coordinates expanded learning opportunities (i.e. winter intersession, summer school, Saturday academy, ect.). **E**
- Plan, facilitate and monitor the District's LCAP and the LCAP process for the District. **E**
- Manages the coordination of all teaching and learning directors concerning the district instructional plan. **E**
- Through a lens of equity plans, directs, develops, coordinates, and evaluates the District's instructional program. **E**
- Review courses of study from all district school sites to ensure compliance with state and District standards. **E**
- Supervise the development of standards, courses of study, brochures, catalogs, parent handbooks, manuals, and other instructional materials. **E**
- Plans organizes, and participates in the evaluation and selection of textbooks, instructional materials, and equipment. **E**
- Collaborates and coordinates with Instructional Technology staff to develop and implement electronic systems related to instructional programs, course coding, and other curriculum issues. **E**
- Meets with site administrators and District staff to discuss local site concerns. **E**
- Charts priorities for District curriculum. **E**
- Leads and conducts District curriculum council meetings. **E**
- Facilitates and conducts meetings, workshops, seminars, etc. (e.g. personnel actions, financial procedures, regulatory requirements, actions involving outside agencies, enter-district needs, etc.) to identify issues, develop recommendations, support other staff, and serve as a District representative. **E**
- Develops and conducts staff professional learning programs to support improvement in teaching and learning. **E**
- Provides the organization, leadership, and processes to organize, create, and develop a system of assessment to measure student achievement and assist teachers and staff with instructional planning, differentiation, and achievement of mastery. **E**
- Monitors local student data to determine trends and guide instructional decisions.
- Works with the Manager of Family and Community Engagement to communicate instructional programs and offerings to families and the greater community.
- Participates and or facilitates a variety of meetings.
- Prepares a wide variety of reference, presentation, policy, and administrative materials (e.g. plans, budgets, funding requests, reports, analyses, recommendations, procedures, etc.).
- Presents information on a variety of topics related to teaching and learning.
- Responds to issues involving staff, policies and regulations, and community and parental concerns.
- Works closely with District Directors. **E**
- Facilitates and leads district Curriculum Council meetings. **E**
- Maintains manual and electronic documents, files and records.
- Supervises and evaluates assigned personnel.
- Supports the Assistant Superintendent, Superintendent, Board, and department administrators to develop and implement services and programs and achieve operational goals. **E**
- Performs other related duties as assigned.

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, current best practices in teaching and learning, educational leadership, personnel management, and practicing cultural competency while working collaboratively with diverse groups and individuals.

ABILITY TO:

Lead and be a member of a team. 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; and operate equipment using a variety of processes. Ability is also required to view people and situations through a lens of equity and 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:

Exercises professional judgment in all areas. Receives feedback with a growth mindset. Performs multiple, technical tasks with a need to periodically upgrade skills to meet changing job conditions. Operates with a continuous improvement mindset.

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; staying up to date with educational research and innovative practices; coaching colleagues, 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; and facilitating meetings.

EDUCATION AND EXPERIENCE:

Valid Clear California Administrative Services Credential required

Valid Single Subject or PPS Credential required.

Principal Experience required.

Classroom Teaching Experience required.

LICENSES AND OTHER REQUIREMENTS:

Valid California Driver's License and evidence of Insurance.

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. Bending at the waist, kneeling or crouching to retrieve and store files.

Seeing to read a variety of materials.