

South Burlington School District Position Description

Job Title: Director of Learning
Location: Central Office
Job Group: Administrator
Pay Level: Exempt
Reports To: Superintendent

Summary: Provides leadership in the ongoing development, improvement, and evaluation of curriculum, instruction, assessment, and professional learning activities within the District. Plans, develops, and implements functions related to curriculum, instruction, assessment, and staff development to ensure that all students receive age-appropriate learning opportunities consistent with state standards and the District Ends Policy.

Essential Duties and Responsibilities:

1. Implements a comprehensive, developmentally appropriate, standards-based curriculum, instruction, and assessment program that is consistent with the District Ends policy.
 - a. Provides leadership to administrators and educators in planning, developing, conducting, monitoring, and assessing curriculum projects, programs, and studies including, but not limited to: teacher mentor programs, library services, English Language Learners (ELL), special programs, new courses, funding, staffing requirements, and curriculum impact.
 - b. Works with administrators and educators in the research, development, selection, and implementation of all PreK-12 instructional programs. Provides guidance concerning textbook selection and other instructional materials, technology, and equipment.
 - c. Work with administrators and educators on all issues related to school improvement, Continuous Improvement Plan (CIP), instructional and assessment techniques.
 - d. Develops and implements the monitoring process for achievement of the District Ends Policy, the effectiveness and quality of the PreK-12 instructional programs with Administration, Curriculum Area Supervisors (CAS), and others.
 - e. Actively participates in meetings to ensure the short- and long-range curricular projects are consistent with District goals and objectives.
 - f. Reports to the Superintendent and/or the Board on matters relating to curriculum, instruction, and assessment program.
 - g. Assists with periodic need assessments of students, staff, and the community.
 - h. Assists in the interpretation of the curriculum and its philosophy to the Board, Administration, staff, and general public.
2. Supports and facilitates sustained professional learning opportunities by:
 - a. Overseeing the professional development activities and action planning for the District. Reviewing the staff development program annually to ensure the program addresses curriculum needs and meets District goals.
 - b. Leading, coordinating, and/or actively participating at District meetings, trainings, and workshops to develop and maintain curriculum, assessment, and instructional programming and methods of reporting to parents on the progress of their students.
 - c. Serving as a liaison, when appropriate, with area colleges and universities on issues of curriculum, instruction, assessment, and teacher preparation.
 - d. Remaining current on trends, developments, and research in the areas of curriculum, instruction, evaluation, and assessment.

3. Supervises and directs personnel in the District Information Technology (IT) Department, Information Technology Education (ITE) Department, School's Out, District level instructional coaches, and other assigned personnel in their activities by:
 - a. Ensuring a comprehensive student data system; including information for student performance data, local and standardized test scores, and other requirements imposed by federal and state legislation is maintained.
 - b. Overseeing appropriate use of technology and integration in student learning.
 - c. Recruiting, hiring, evaluating, and terminating assigned staff, in consultation with the Superintendent/designee.
 - d. Evaluating performance and effectiveness of programs and staff. Coordinating in-service training for staff.
 - e. Planning programs, schedules, and assigning work.
4. Serves in an Administrative leadership role by:
 - a. Developing and administering district instructional budgets.
 - b. Coordinating, preparing, and managing federal and other assigned grants.
 - c. Serving as a liaison with educational leaders in the area of curriculum, instruction, and assessment at the state, regional, and national levels. Services as an educational resource for the District.
 - d. Attends Board meetings, as directed by the Superintendent.
5. Responsible for the development and implementation of the supervision and evaluation process for educators.
 - a. Ensures that evaluations are completed within stated timeframes and supervision of educators are compliant with collective bargaining agreements and District expectations.
 - b. Reviews submitted educator evaluations from Administrators for consistency, identification of district professional development needs, and makes recommendations to the Superintendent for improved educational services
6. Performs any other duties as assigned by the Superintendent.

Supervisory Responsibilities: Supervises the work of assigned personnel in areas associated with technology, curriculum, instruction, and assessment. Responsible for the work done by: IT, ITE, District instructional coaches, and other assigned staff. Regular attendance in accordance with established work schedule is required.

Qualification Requirements: *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.*

Education and/or Experience: Master's degree with graduate administrative studies. Three (3) or more years' classroom experience and three (3) or more years' administrative/supervision of instruction and curriculum experience is required.

Certificates, Licenses, Registrations: A valid Vermont Teaching License with an endorsement as Vermont Curriculum Director.

Language Skills: The ability to read, analyze, and interpret common professional journals, grant requirements, and legal documents is required. Demonstrated ability to respond to common inquiries or complaints from coworkers, parents, regulatory agencies, or members of the greater school community is needed. Ability to write in a generally acceptable style and format and to effectively present information to administrators, public groups, community, and Board members is essential.

Math Skills: An ability to work with basic and advanced mathematical concepts such as calculations, fractions, percentages, ratios, proportions, probability, statistical inference, and to apply to practical situations.

Reasoning Skills: A demonstrated ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of instructions in written, mathematical, or diagram form and deal with several abstract and concrete variables is essential.

Other Skills and Abilities: An ability to apply knowledge of current research and theory in education and instruction is required, as is knowledge of the total teaching process. The ability to apply and demonstrate the skill to provide training and experience in standards-based curriculum, development, instruction, and assessment is required. Demonstrated skill in supervision and evaluation of instruction and curriculum is essential and the effective use of data that improves instructional practices and impacts student learning is essential. The ability to establish and maintain effective working relationships is required. Ability to perform duties with awareness of all District requirements and School Board policies is also needed. Demonstrated ongoing commitment to workplace diversity, sustainability, and delivering exceptional customer service is essential.

Physical Demands: The physical demands described here are typical of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations, as defined by the District, may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, walk, stand, talk, or hear. The incumbent must use hands and fingers to write or type. Specific vision abilities required by this job include close vision, distance vision. Some driving to various locations is required. Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints, interacting with the public and other workers. Occasionally the position requires the employee to work irregular or extended hours, direct responsibility for the safety, well-being, or work output of other people and meet multiple demands from several people. Some travel is required. The employee must occasionally lift and/or move up to 50 pounds.

Work Environment: The work environment characteristics described here are typical of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. The job may be performed in an office or classroom setting. Some travel is required.

Terms of Employment: 12 Months
Evaluation: Annually by the Superintendent
Date Approved: July 25, 2016/DY
Reviewed and Revised 12/8/17 and 1/3/18/DY

The information contained in this job description is for compliance with the Americans With Disabilities Act (A.D.A.) and the ADA Amendments Act of 2008 (P.L. 110-325), which became effective on January 1, 2009 is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual(s) currently holding this position and additional duties may be assigned. The Board reserves the right to waive the essential requirements contained in this job description.

Job Description Acknowledgement

I have received, reviewed and fully understand the job description. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name _____

Employee Signature _____ Date _____