

Director of Teaching & Learning

Department: Administration

FLSA Status: Exempt

General Definition of Work

Performs complex professional work planning, developing, implementing and evaluating the district's K-12 curriculum, instruction, staff development and assessment programs and budgets, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the Executive Director. Departmental supervision is exercised over all personnel within the department.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Plans, implements, and leads professional development sessions across the district as needed or required; assists Assistant Directors/Principals in creating year-long staff development plans.

Co-facilitates the creation and implementation of Continuous Site Improvement Plans, including leading sessions for the creation of the plans and supporting the plans throughout the school year; coordinates state testing for the district.

Supports Principals/Assistant Directors with evaluations and examination of evaluation processes, procedures, and platforms; oversees student assessments for the district.

Develops and implements curriculum adoption plans for the district; leads curriculum selection committees; Recommends curriculum to Principals and programs; oversees the district asset manager system.

Leads and directs instructional support staff, including specialists and coaches; assigns, directs, trains and reviews staff work; provides recommendations regarding hiring, transferring, promoting, suspending, terminating and demoting employees; evaluates performance and develops staff schedules.

Recommends budgets to buildings for curriculum purchases; maintains compensatory budget with the Executive Director of Business Services and Executive Director of Student Services.

Knowledge, Skills and Abilities

Comprehensive knowledge of applicable district policies, practices and procedures; comprehensive knowledge of education processes and best practices; comprehensive knowledge of local, state and federal rules and regulations related to education; comprehensive knowledge of due process; comprehensive knowledge of educational standards for effective instruction practice and program evaluations; comprehensive knowledge of the funding particulars for education; comprehensive skill preparing and submitting budget data and reports; comprehensive skill completing education reporting requirements; comprehensive skill operating standard office equipment and applicable hardware and software; general skill evaluating program and curriculum effectiveness; general skill operating standard database systems; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to establish and maintain effective working relationships with administrators, consultants, parents, district staff, students, vendors, and the general public.

Education and Experience

Master's degree with coursework in education, or related field and considerable experience in teaching and administering education programs, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 50 pounds of force; work regularly requires speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires sitting and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, reaching with hands

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and arms, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to bloodborne pathogens and/or body fluids; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Possession of Director of Special Education and Principal licensures upon hire.
Valid driver's license in the State of Minnesota.

Last Revised: 4/14/2020