SCOPE OF RESPONSIBILITIES

Purpose Statement:
The purpose of the position of the Director of Teaching and Learning is to plan, direct, manage, and oversee the activities and operations related to school improvement, including curriculum, instruction, and staff development for nine content areas as they relate to the academy framework; to coordinate assigned activities with other district divisions and Curriculum and Instruction (C & I) departments, schools, and outside agencies; and to provide highly responsible and complex administrative support to the Executive Directors and Associate Superintendent of C & I.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

Important and essential functions include, but are not limited to, the following:

- Assumes management responsibility for the department of Teaching and Learning and academy learning activities including planning, developing, and implementing guaranteed and viable curriculum for grades K-12. Some components include assessment content, performance standards, and graduation descriptions.

- Collaborates with directors within the curriculum division to support the successful delivery of curriculum for grades K-12. Delivery will include assisting with learning tool selection and piloting and organizing the operation of those tools and resources for the district.

- Collaborates directly with the HR Development office to plan and implement professional and staff development for learning resources selected.

- Collaborates with auxiliary services including other departments within the division.

- Communicates and interprets federal, state, and district assurances, laws, policies or procedures related to instruction, curriculum, use of educational materials and required school procedure reports.

- Coordinates the instructional planning and leading of the District’s professional development efforts, including further implementation of the teaching and learning cycle and the improvement of professional development activities with integration of the District’s professional growth objectives into the curriculum for certified professionals.

- Develops and conceptualizes system components including content and methods of delivery that are research-based and best-practice. Advocates for interdisciplinary, project-based and alternative means and methods of content delivery that reflect the rigor demanded by the community and are relevant to the needs of students.
ESSENTIAL FUNCTIONS AND RESPONSIBILITIES continued

- Guides the articulation of school leaders supporting instructional technology practices as outlined in technology standards for leadership improvement.

- Guides curriculum leadership for the purpose of supporting technology instruction enhanced through curriculum integration.

- Leads the processes surrounding the development and monitoring of the District’s instructional technology plans, including gathering and disseminating information (e.g. grants, policies, professional development opportunities, etc.).

- Manages the development and implementation of department goals, objectives, and priorities for each assigned service area established within district policy and in consultation with the Executive Directors and Associate Superintendent of C & I using appropriate services, staffing levels, and allocated resources accordingly.

- Monitors continuously and routinely evaluates the efficiency and effectiveness of content and delivery methods and procedures through the use of student achievement data; identifies opportunities for improvement; and facilitates the implementation of changes for the purpose of school improvement.

- Prepares and delivers reports (e.g. program effectiveness, monitoring reports, recommendations for new policies or revisions to existing policies, etc.) for the purpose of providing assistance to the Superintendent, the Cabinet and the Board while ensuring compliance with all Wyoming and federal laws and reporting requirements.

- Provides coaching, educational leadership, administrative assistance and support for new and/or developing principals. Coaches all building administrators to build capacity as an instructional leader. Supports all principals in the implementation of high quality, standards-based curriculum and in ensuring their staff understands the guaranteed and viable curriculum.

- Represents the department of Teaching and Learning to other district divisions, C & I departments, schools, elected officials, and outside agencies; explains and interprets department programs and activities; and assists the Executive Directors and Associate Superintendent of C & I with addressing significant and controversial issues.

- Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; and implements discipline and termination procedures.

- Works to support schools in need of improvement as outlined in Board Policy 6220 - School Improvement, Performance, and Accountability.

Other functions:

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
MINIMUM QUALIFICATIONS

Skills:

- Skills are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: adhering to safety practices; operating standard office equipment; planning and managing projects; preparing and maintaining accurate records; and using pertinent software applications.

Knowledge:

- Knowledge of operational characteristics, services, and activities of a comprehensive education content and delivery department; organization and management practices as applied to the analysis and evaluation of education programs, policies, and operational needs; modern and complex principles and practices of education program development and administration; current trends, research, and developments in the areas of student learning, student needs, and instructional responses; principles and practices of content development and instructional teaching strategies; basic principles and practices of budget preparation and administration; principles of supervision, training, and performance evaluation; principles, strategies, and practices of working in a collaborative environment; and understanding of complex policies and regulations is required.

- Specific knowledge required to satisfactorily perform the functions of the job include: health standards and hazards; safety practices and procedures; exercise physiology; organizational behavior and behavioral changes; and ergonomics.

Ability to:

- Ability is required to provide administrative and professional leadership for the department of Teaching and Learning; develop, implement, and administer goals, objectives, and procedures for providing effective and efficient content and delivery programs, services, and activities; plan, organize, direct, and coordinate the work of management, supervisory, professional, technical, and clerical personnel; delegate authority and responsibility; select, supervise, train, and evaluate staff; work cooperatively and collaborate with other district departments and divisions; identify and respond to issues, concerns, and needs; analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals; research, analyze, and evaluate new content and delivery methods, procedures, and techniques; prepare and administer complex budgets, and allocate limited resources in a cost-effective manner; prepare clear and concise administrative and educational reports; and communicate clearly and concisely, both orally and in writing.

Responsibility:

- Responsibilities include: working under guidelines to achieve the department of Teaching and Learning objectives; leading, guiding, and/or managing others; directing the use of budgeted funds within the department of Teaching and Learning; and collaborating with others to problem solve and to deliver services.

- Utilization of resources from other work units is often required to perform the job’s functions within C & I.
SUPERVISORY RESPONSIBILITIES

- Exercises direct supervision over management, supervisory, professional, technical and clerical staff.

EDUCATION and/or EXPERIENCE

- Master’s Degree in Curriculum and Instruction and/or Education Administration
- Formal training in Supervision
- Five years of responsible teaching experience, preferably at secondary levels, and experience at aligning curriculum using various methods
- Three to five years of school principal experience is preferred, but not required
- Experience in developing curriculum and programming related to a career academy framework

WORK ENVIRONMENT

- The usual and customary methods of performing the job’s functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity.
- Generally the job requires 50% sitting, 45% walking, and 5% standing.
- This job is performed in a generally clean and healthy environment.

CERTIFICATES, LICENSES, AND CLEARANCES

- Possession of appropriate Wyoming certification credentials
- Criminal Justice Fingerprint/Background clearance
- Valid driver’s license with evidence of insurability

I have read and understand the scope of this job and hold the minimum requirements:

Employee Name (please print): __________________________________________

Employee Signature: _____________________________     Date: ________________________