

SILVER FALLS SCHOOL DISTRICT
Job Description

Job Title: **DIRECTOR OF TEACHING AND LEARNING**

Reports To: Superintendent

Evaluated By: Superintendent

JOB GOAL: To use leadership, supervisory and administrative skills so as to promote the development of quality staff and to coordinate the curriculum program for the Silver Falls School District.

ESSENTIAL REQUIREMENTS: To perform this job successfully an individual must be able to execute each requirement satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability needed for the position.

1. Master's Degree with a minimum of five years of successful teaching experience.
2. Appropriate Administrative License (emphasis in educational administration preferred).
3. Experience in various aspects of school administration and other qualifications the Board may find appropriate and acceptable.
4. Knowledge of the administrative/support services which a school system provides.
5. Ability to interpret and implement all Board policies, administrative regulations and negotiated agreements.
6. Ability to provide leadership in the supervision of all school personnel for the purpose of monitoring performance, providing for professional growth and achieving overall objectives of the district's instructional program.
7. Ability to facilitate the development, revisions and evaluation of the curriculum and instructional services for the district.
8. Knowledgeable of governmental statutes, regulations, and rules relating to instruction, curriculum, student learning and ability to advise interested parties of the provisions of the laws.
9. Ability to counsel with employees to resolve complaints, difficulties, and other matters related to instruction, curriculum and student learning.
10. Administer the school district's Mission, Vision, Core Values and Goals.
11. Ability to prepare district level reports that are required by law or are requested by the superintendent.
12. Ability to coordinate the district's curriculum program grades K-12 in conjunction with the superintendent, principals, department heads, and teachers.
13. Ability to serve as liaison between the district and community, interpreting activities and policies of the district and encouraging community involvement with the district.
14. Ability to provide direction to others and to make independent judgments.
15. Ability to work harmoniously with others and to communicate effectively (both orally and in writing) with students, parents, teachers and community .
16. Ability to maintain confidentiality.
17. Ability to communicate with individuals of varied cultural and educational backgrounds.
18. Ability to keep and maintain accurate records and to meet deadlines.

19. Perform physical requirements which may include:
 - A. Moderate to extensive degree of physical and emotional stamina
 - B. Frequent and prolonged standing, walking and sitting

C. Frequent and prolonged talking/hearing conversations

20. Such alternative to the above requirements as the School Board or the Administration may deem appropriate and acceptable.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may also be assigned.

1. Manage-curriculum administrative functions to maintain safe and efficient school operations within district guidelines.
2. Develop and evaluate the district's educational/instructional program to ensure conformance to state and school board standards.
3. Facilitates training and implementation of Danielson Framework for teaching with administrative team and licensed staff.
4. Manages data collection system (Talent Ed) for teacher observation and evaluation
5. Provide for the development of clear and comprehensive assessment of student achievement and interpretation of results to staff, Board and community. Recommend district-wide direction as a result of the analysis of student achievement.
6. Direct the development of the District Improvement Plan and supervise the writing of School Improvement Plans. Provide leadership and consultation to individual schools as needed.
7. Provide leadership in seeking grant funds and assist in writing and implementing grants to support Board priorities and district direction.
8. Direct the development and implementation of district-wide Talented and Gifted Program and work with state agencies as needed. Provide direction and leadership at the building level to ensure TAG programs support district-approved programs.
9. Coordinate professional development and trainings both during Early Release Professional Learning Community time and other opportunities as necessary. Assist individual building principals in addressing their needs in these areas.
 - A. Maintain a high level of ethical behavior and confidentiality when dealing with student staff and/or parent information.
 - B. Coordinate a staff development program to include an annual needs assessment and the arranging of all in-service activities (workshops, speakers, classes, etc.).
 - C. Serve as a consultant to staff/principals regarding instruction.
 - D. Assist the superintendent in the district's long range planning for instruction.
 - E. Prepare various written documents (e.g. correspondence, reports, analyses, etc.) for the purpose of providing written support and/or conveying information as required.
10. Represent the district within the community forums for the purpose of maintaining ongoing community support for the district Mission, educational goals and/or assisting with issues related to school environment.
11. Keep abreast of changes and developments in the profession by attending professional meetings, reading professional journals and other publications, and discussing educational issues of mutual interest with other professionals in the field.
12. Participate in administrative meetings, board meetings, negotiation meetings and other such meetings as required or appropriate.
13. Perform such other tasks (which may require knowledge of other job descriptions) as may seem to be appropriate to the Board or Administration.
14. Maintains satisfactory attendance, as defined in District policy and regulations (GCBD/GDBD).

CERTIFICATES, LICENSES, REGISTRATIONS, BONDING, AND/OR TESTING REQUIRED:

1. Appropriate Administrative License (emphasis in educational administration preferred)

2. Possess a valid First Aid card if required
3. Possess a valid Oregon Driver's License
4. Blood borne Pathogens Training/Hepatitis B Shot Series Training if required

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. (See addendum)

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. (See addendum)

TERMS OF EMPLOYMENT: Days and hours to be arranged, with salary according to current schedule.

EVALUATION: Following the probationary period, performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of licensed personnel.

I have read and understand the responsibilities and qualifications of this job description.

signature

date

Printed name

(September, 2016)