

DIRECTOR OF TEACHING AND LEARNING

TITLE: Director of Teaching and Learning **Location:** Administration Center

SUPERVISOR: Superintendent

SUPERVISES: Coordinators
Educational Support Staff

JOB SUMMARY:

Under the general direction of the Superintendent, is responsible for providing leadership in developing, achieving and maintaining the best possible educational programs and services in the areas of curriculum and instruction, special education, instructional technology and vocational education.

ESSENTIAL FUNCTIONS: To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

- Work with the superintendent and the Director of Business Services in coordinating district functions and moving the district forward to achieve its mission
- Lead the administrative and teaching staff in managing the requirements and challenges of ongoing change and instructional improvements for all students -regular and special education
- Support principals in implementing district programs, initiatives, and requirements in each building
- Assist grade level and department leaders
- Plan and lead administrative leadership meetings (administrative leadership council, principals' leadership meetings on curriculum/instruction/assessment, teacher leaders)
- Plan, direct and/or oversee all curriculum functions related to mathematics, language arts, science, social studies, art, music, media centers, instructional technology, and differentiation, and interventions
- Develop and maintain the annual budget for all instructional programs
- Plan and direct procedures related to the acquisition of materials and equipment for all instructional programs
- Plan and direct instructional program evaluations
- Recommend and implement curriculum improvements based on needs identified in evaluation studies
- Lead and/or coordinate district procedures for communicating student learning (report cards, progress reports, cumulative records)
- Assure that policies, rules, regulations, and contractual requirements are followed in areas of designated responsibility
- Assure district compliance with the requirements of *No Child Left Behind*
- Assure district compliance with state mandates and the administration of *1SAT*
- Direct the district standardized testing program

- Assure that student achievement data are provided to the Board of Education and staff
- Assist staff in interpreting data and in using data to inform decisions
- Guide the development, implementation, and evaluation of professional development and training programs
- Provide support for all student conferences, festivals, and events
- Prepare reports as may be required by the District 152.5 Board of Education or the Illinois Board of Education
- Performs other job related duties as may be assigned by the Superintendent.

ADDITIONAL RESPONSIBILITIES: None

PHYSICAL ACTIVITY:

Work requires very infrequent lifting, pulling or pushing during the normal performance of tasks and responsibilities. The work does require frequent walking and standing.

WORK ENVIRONMENT:

Work is performed in an environment where unusual temperature, noise and hazards are relatively nonexistent.

QUALIFICATIONS:

EDUCATION

Doctorate degree, from an accredited college or university preferred, plus extensive preparation in educational administration and curriculum/instruction.

EXPERIENCE

Minimum of ten years of successful experience in teaching, administrative and supervisory fields.

Extensive experience in curriculum development and in the alignment of K-8 curriculum with standards and assessment.

Extensive experience and knowledge in relation to instruction and instructional processes and in facilitating the delivery of effective instruction.

Experience and knowledge in relation to systemic improvement processes and quality criteria.

OTHER SKILLS AND ABILITIES:

An administrative leadership style based on effective human relations and a continuous improvement model.

Excellent communication, presentation, and listening skills.

Compassion and enthusiasm for effective team leadership to motivate high standards and continuous improvement.

Demonstrated knowledge of best practices in curriculum and instruction

Demonstrated ability to promote and facilitate the integration and articulation of student academic experience through every level from pre-school to high school graduation.

Thorough understanding of the Illinois Learning Standards

Experience in developing meaningful assessments

LICENSES/CREDENTIAL: Valid Illinois Type 75 Credential authorizing services as a Director of Teaching and Learning.

TERMS OF EMPLOYMENT: Salary is based upon market comparisons as determined by the Superintendent. Twelve-month work year

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of professional personnel.