

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSTION TITLE: Director of Professional Learning and Curriculum

DEPARTMENT/DIVISION: Educational Services

POSITION SUMMARY: The Director of Professional Learning and Curriculum, under the direction of the Associate Superintendent of Educational Services, provides leadership and direction to the professional learning activities and programs, and assists in functions that support the training of both new and existing staff in all identified areas.

ESSENTIAL FUNCTIONS:

1. Serves on Curriculum Council and other district level committees to represent professional learning issues as appropriate.
2. Assists with the development of Pre-K-12 curriculum, including coordination of the district's curriculum committees.
3. Organizes, directs and supervises the Tracy Teacher Induction Program.
4. Organizes, directs and supervises the California Commission on Teacher Credentialing accredited Induction Program.
5. Organizes, directs and supervises the Peer Coaching Program.
6. Evaluates and supervises TOSA positions.
7. Evaluates and supervises the Mathematics Coordinator.
8. Evaluates and supervises the Program Administrator
9. Provides assistance and training in teacher evaluation.
10. Assists school sites in developing and implementing the professional learning components of their school plans.
11. Works with the Associate Superintendent of Human Resources to implement career ladder and professional growth programs.
12. Plans and provides training and coaching support for Peer Assistance and Review Conslting Teachers.
13. Provides leadership for and serves on the Peer Asisstance and Review Committee.
14. Plans and coordinates the district in-service days, including but not limited to Buy-back days, pre-service, and District Early Release Mondays.
15. Evaluates the effectiveness of professional learning programs and personnel.
16. Facilitates meeting and information sessions on all professional learning activities.
17. Develops guidelines and plans for implementing district professional learning and inservice activities.
18. Remains current on legislation and research on professional learning issues and practices, and updates district personnel on a regular basis.
19. Coordinates and implements activities related to the district's strategic plan.
20. Assists the Associate Superintendent of Educational Services with development of K-12 curriculum and related training.
21. Assists the Associate Superintendent of Educational Services with the establishment of standards and achievement.
22. Assists with the incorporation of educational technology into the professional learning and training programs of the district.
23. Provides evaluation and support for administrators.
24. Provides instruction and training for site administrators.
25. Maintains regular and prompt attendance in the workplace.
26. Performs other related duties as assigned.

EDUCATION AND EXPERIENCE: A valid California Teaching Credential, Administrative Services Credential required. A Master's Degree Preferred. Successful experience in the field of education, including teaching and administrative experience.

SKILLS AND QUALIFICATIONS:

1. Knowledge of the California Quality Professional Learning Standards and the California Standards for the Teaching Profession.
2. Ability to maintain cooperative working relationships with those contacted in the course of work.
3. Ability to apply strong communication skills, both orally and in writing.
4. Ability to collect and analyze data for evaluation and improvement of instructional practices and professional learning programs.
5. Ability to analyze accurately and adopt effective course of action.
6. Maintains confidentiality.
7. Ability to apply effective leaderships skills.
8. Comprehensive knowledge of and experience with effective presentation strategies.
9. Knowledge of professional learning practices.
10. Communicates and collaborates effectively with diverse groups and audiences.
11. Ability to integrate current technology into work and job functions.
12. Works independently with minimal supervision.

PHYSICAL REQUIRMENTS:

Employees in this position must have the ability to:

1. Stand and/or sit for extended periods of time.
2. Bend, squat, and/or stoop for brief periods of time.
3. Push/pull up to 50 lbs. Reach overhead, grasp, push/pull up to 25 pounds for short distances.
4. See and read a computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels and on the telephone.
6. Hear and understand at normal levels and on the telephone with or without hearing aids.
7. Lift and carry up to 25 lbs. at shoulder height for short distances.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a standard office and/or classroom environment and come in direct contact with staff, students, and the public. In addition, the Director of Professional Learning and Curriculum must perform duties and responsibilities that occur outside the school campus and District Office for related activities and events, including off-site meetings and/or trainings.

SALARY: Range 58 of the Leadership/Management salary schedule.

DAYS OF SERVICE: 225 days

Board Approved: TUSD 10/12/99
Revised: TUSD 6/27/00
Revised: TUSD 8/25/15 (range only)
Revised: TUSD 11.8.16 (range only)
Revised: TUSD 6.12.18