

**ASSOCIATE DIRECTOR OF TEACHING, LEARNING AND  
PROFESSIONAL DEVELOPMENT**

Classification: Administrator

Location: District Office

Reports to: Executive Director, Teaching, Learning and Professional Development

FLSA Status: Exempt

Employee Group: NCAA

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**Part I: Position Summary:**

Assists and leads in planning, directing, coordinating, implementing and evaluating the functions of curriculum, instruction and assessment which align with the District's mission, vision, and goals. Plans and leads instructional staff development focused on ensuring that content specific instructional staff have instructional skills, materials, and background knowledge to increase student achievement. These skills include building and supporting an inclusive learning environment that honors each learner's identity.

**Part II: Supervision and Controls over the Work:**

Serves under the administrative supervision of the Executive Director of Teaching, Learning and Professional Development. Is held responsible for results in terms of effectiveness of content specific planning, compliance with policies, and programs, quality of supervision, and contribution to achievement of district and department goals and objectives. Work is guided by, and must be in compliance with, federal and state law, operational direction of District leadership, policy direction of the School Board, and compliance with federal, state, and local regulatory agencies.

**Part III: Major Duties and Responsibilities:**

1. Program Operations:

- a. Supports, assists, collaborates, and leads building and department administrators in assuring high quality curriculum, instruction and assessment (CIA).
- b. Assists in aligning CIA across the K-12 spectrum and consistent with the District's

strategic plan including curriculum adoption and/or renewal process as well as assessment related to instructional practice.

- c. Participates in strategic planning and visioning with all stakeholders and in gaining buy-in and support of vision and goals. Participation includes annual core academic program evaluation, improvement planning and reporting.
- d. Provides leadership in helping school administrative teams analyze data to inform best practice and develop systemic responses to improve academic and social growth for all students.
- e. Assists with planning, developing, and delivering staff professional development in curriculum, instruction, and assessment.
- f. Manages K-12 core academic programs in content areas as assigned.
- g. Leads and supports instructional coaches within the department to provide job-embedded professional development that has the greatest probability to change teachers' instructional practices.

2. Staff Supervision:

Assists Executive Director in all aspects of staff supervision to include:

- a. Recruiting and assigning staff.
- b. Evaluating the need for, developing, and delivering staff training. Assuring that all mandatory safety training is provided and completed in a timely manner.
- c. Fostering effective teaming and collaboration within the staff and with other instructional departments.
- d. Creating effective communications with staff to ensure that all staff is timely and effectively informed of department policies, issues, guidance, and operational requirements and expectations.
- e. Creating an environment in which staff can provide open and candid feedback and suggestions. Working closely with staff to resolve conflict and collaboratively work together to seek solutions and resolutions.
- f. Participating in the performance evaluation of staff to include intervention when performance fails to meet expectations.

3. Customer Service and Communication: Assists in creating a customer service culture that ensures the operational program is responsive and sensitive to the needs of students, patrons,

and school staff. Assists in creating a welcoming environment and providing flexibility to respond to the needs of customers. Assists in preparing school and parent communications. Responds to school and parent inquiries.

4. Accounting and Budgeting: Participates in department budget preparation and in assuring that the department operates in conformance with the approved budget and financial control requirements.
5. Program Evaluation, Analysis and Feedback: Participates in periodic assessment of program effectiveness and/or changing needs. Assists in researching and evaluating equipment needs and recommending purchase and replacement of equipment to maintain effective operations and safety.
6. Leadership: Serves as acting Executive Director in the Executive Director's absence.

Performs other duties as assigned.

#### **Part IV: Minimum Qualifications:**

1. Incumbents must have successful experience in working with culturally diverse families and communities, and/or have otherwise demonstrated a commitment to equity and strengthening engagement of a diverse community and skill in communicating with a diverse population.
2. Possess or ability to obtain Oregon administrative license.
3. Minimum of five (5) years of progressively responsible and highly successful school administrative experience.
4. Strong current knowledge of K-12 curriculum, assessment, and program evaluation techniques.
5. Knowledge of current effective K-12 core instructional practices, including intervention and support programs.
6. Skill in staff professional development assessment, strategies and methodologies.
7. Skills in developing and maintaining relationships with a diverse community.
8. Strong understanding and history of successful customer service and ability to establish and maintain effective relations with patrons and staff.
9. Effective oral and written communications; strong analytical ability, and the ability to prepare efficient and effective studies and reports.

10. Ability to work both independently and cooperatively.
11. Ability to organize work, set priorities, and meet deadlines.
12. Demonstrated supervisory ability in observing, evaluating, and developing teachers and support staff.
13. Valid state driver's license.

**Part V: Desired Qualifications:**

1. Bilingual ability in language(s) appropriate to the District's student and parent demographics.
2. Relevant K-12 school administrative experience or K-12 educational program administrative experience.

**Part VI: Physical and Environmental Requirements of the Position:**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, lift, carry, move about, hear and speak. Employee may be required to perform extensive work at a computer display terminal.

The employee must occasionally lift and/or move 25 to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.