DIRECTOR OF LEADERSHIP AND LEARNING
Job Description

JOB SUMMARY

Under the supervision of the Assistant Superintendent of Educational Services, assist in the development, implementation, and coordination of the district's curriculum, instructional programs, and related professional learning; work collaboratively to support the development and improvement of a high quality personalized educational program for all students in all content areas, and ensure consistency across schools in standards implementation, effective teaching and learning practices resulting in high academic achievement.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides leadership, support, and accountability in the development, implementation, and coordination of the district's instructional program to meet the needs of the diverse student population.
- Facilitate identifying the needs and the priorities related to the instructional program (curriculum, instruction, assessment, program improvements, educational technology, learner profile).
- Assist in the design and implementation of district wide professional learning related to teaching and learning, curriculum and instruction, and educational technology.
- Supports the curriculum and instructional design and instructional delivery systems, which includes but is not limited to the selection of textbooks, instructional media and materials for curricular and instructional programs.
- Assist in the facilitation of committees related to curriculum, instruction, and innovation.
- Develop the systems and structures to translate program learnings and outcomes to system learning and actions as to move ideas from implementation to scale.
- Provide instructional leadership through site visitations, observations, coaching, and meetings.
- Research and identify trends and innovative approaches to personalize learning on an ongoing basis.
- Collaborate with other directors, coordinators, and assistant superintendent to provide alignment and continuity across the district.
- Oversees textbook and instructional materials inventory and orders.
- Provide support to principals and staff as appropriate.

- Gather data and present reports to the Management Team, Instructional Leadership Committee, the Board of Trustees, and other groups.
- Assists with parent education and engagement programs.
- Performs other related duties as assigned

QUALIFICATIONS

Knowledge of:

- Effective and research based K-6 curriculum, instruction, educational technology, and pedagogy
- Effective strategies, curriculum, and instruction to support all students and diverse learning needs
- Adult learning needs related to professional learning
- Budget planning and monitoring
- Data to evaluate and monitor programs and assessments
- Interpersonal skills using tact, patience, and courtesy
- Correct English usage in both written and verbal form, spelling, grammar, punctuations and arithmetic
- Modern office methods, equipment, and procedures
- District operations, policies, rules, and regulations

Ability to:

- Effectively and efficiently plan, organize, and manage
- Assess and evaluate the program operation and performance of program staff
- Analyze problem situations and make rapid operational decisions
- Evaluate program staff performance, and provide motivation strategies to enhance staff improvement and productivity
- Develop and maintain effective working relationships with staff, administrators, vendors, and community members
- Communicate effectively with staff, parents, school sites, and community members in both oral and written form
- Recruit, train, supervise and support personnel
- Coordinate and support professional growth of classified and certificated staff
- Maintain regular and consistent attendance

Education, Licenses and Other Requirements:

- Possess valid California Teaching and Administrative Credentials

Experience:

- 5 years of successful teaching experience
- Experience as a site principal

WORKING CONDITIONS

Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Daily contact with district and school staff
- Constant interruptions
- Moderate to high stress level
- Moderate noise level

Physical Abilities:

- Hearing and speaking to exchange information in person and on the telephone
- Dexterity of hands and fingers to operate a computer keyboard
- Seeing to read a variety of materials
- Sitting for extended periods of time
- Standing for extended periods of time
- Bending at the waist, kneeling or crouching to file materials

OTHER:

- Possession of an appropriate, valid California driver's license
- Employee-provided transportation is required

CLEARANCES:

- California Department of Justice (DOJ) fingerprint clearance
- Pre-employment physical examination and drug screen clearance
- Current Negative tuberculosis (TB) clearance

Board Approved: May 23, 2023