

JOB DESCRIPTION

Director of Teaching and Learning

This position reports to the Superintendent of Schools.

1. Provides leadership for the planning, organizing and implementation of the district curriculum review cycle.
2. Administers the instructional program in all schools by cooperatively working with the principal and faculty of each building.
3. Approves the selection of instructional materials and textbooks as a result of the curriculum review cycle.
4. Keeps the curriculum and instruction programs up to date with particular emphasis on evaluating new developments in instruction. Develop and initiate evaluation procedures for all programs.
5. By working cooperatively with appropriate committees, develops curriculum guides and informational web pages for the District.
6. Supervises and coordinates a program of orientation for new teachers and professional development for experienced teachers. Also responsible for establishing continuing education opportunities for teachers to be held within our district for credit and lane change purposes.
7. Keeps abreast of new instructional materials and evaluates these materials in terms of their effectiveness as teaching resources in the educational program.
8. Administers the instructional assessment program including interpretation and reporting of district, state, and national tests.
9. Informs teachers of available instructional materials in the district and assists with the planning and in-service use of such materials.
10. Administers district-wide services for gifted children.
11. Administers the early entrance testing program and makes recommendations to Superintendent.
12. Assists Superintendent in reviewing and recommending revisions to school district policies.

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13. Coordinates the collection of data and filing administrative reports for the Minnesota Department of Education and other agencies as assigned by the Superintendent.
14. Responsible for the administration of the Federal Title programs.
15. Attends and actively participates in educational meetings, workshops, seminars, and conventions.
16. Prepares and submits reports to the Superintendent and the School Board relating to the progress and accomplishments in curriculum, instruction, and equity.
17. Administers the planning of the district teacher evaluation system.
18. Administers the district English Learner (EL) program.
19. Supervises the Technology Supervisor, Family Support Advocate, Teaching and Learning Coordinator (s), and Curriculum Coordinator(s).
20. Supervises and coordinates district efforts to provide curriculum and instructional practice and services that are equitable for all students.
21. Attends Board meetings and other meetings as requested by the Superintendent.
22. Performs all other acts reasonable and necessary to accomplish the primary function as requested by the Superintendent.

Adopted: 8/6/04
Revised: 11/1/07
Revised: 4/1/21