

DINUBA UNIFIED SCHOOL DISTRICT

CLASS TITLE: LEARNING DIRECTOR

BASIC FUNCTION:

Under the direction of a Principal, organize, coordinate and administer assigned programs and activities related to student discipline, attendance, testing and instruction at an assigned elementary school site; assist the Principal with administrative duties involving student conduct, attendance, school plant operations and overall school site administration as assigned; supervise and evaluate the performance of designated personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, coordinate and participate in programs and activities related to the operation of the intermediate school, including instruction, student discipline and other programs and activities; enforce applicable State and District codes, policies and laws; compile and analyze various academic, performance, and safety based data sets to guide instruction and policies.

Supervise and evaluate the performance of designated classified personnel; perform certificated staff observations and evaluations under appropriate credential only; assign duties to assigned staff as appropriate to meet school objectives; assist with recruiting, interviewing and selecting new faculty and staff; provide leadership and training for designated certificated and classified personnel.

Develop and administer disciplinary procedures in accordance with District policies and State laws; receive referrals and confer with students, parents, teachers and community agencies; investigate, evaluate, respond to and resolve parent, student and staff complaints; prepare documentation related to discipline, referrals, suspensions and expulsions; communicate with mental health, child protective services and others regarding student intervention needs as appropriate.

Serve as Test Site Coordinator for a variety of standardized testing including CELDT and other mandated student assessment testing activities; assure compliance with applicable laws, codes, rules and regulations; develop testing schedules; assist in recommending strategies to improve scores and student achievement.

Provide oversight of the School Attendance Review Board (SARB) process; monitor student progression in the SARB process; conduct school attendance and detention data development and analysis; contact parents by phone and through written correspondence related to student attendance; attend SARB hearings and related meetings; drive a vehicle to conduct work including home visits.

Establish, enhance and revise Positive Behavioral Intervention and Supports (PBIS) and other behavior modification systems for staff and students at the site and District level; develop behavioral contracts, charts and incentives; prepare PBIS survey and results reports to determine areas of improvement for site-wide interventions; serve as a PBIS Coordinator at an assigned school site.

Attend, chair, or participate in a variety of school and District-wide meetings including IEP, SST and 504 meetings, ELAC, DELAC meetings, committees and panels as assigned; schedule meetings, contact parents and collect related data in preparation for meetings; create and coordinate various community and staff training events.

Conduct various investigations of incidents; develop alliances between staff and students via restorative justice practices and conflict resolution; work with law enforcement agencies to coordinate and collaborate on student safety, incidents, investigations and prevention.

Provide direction to a variety of faculty, staff and student programs and services; participate in informal and formal classroom visitations and observations; provide recommendations and suggestions as appropriate; guide and enhance instructional leadership methods for various departments.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities; maintain a variety of District, County, State and federally-mandated records and reports regarding student attendance, discipline, safety and testing as directed.

Supervise and organize student activities, extra-curricular activities and athletic events; schedule extra-curricular programs; attend a variety of school events including athletic events, meetings and other school-wide activities; assure the health, safety and welfare of students.

Operate a variety of office equipment including a computer and assigned software as assigned; operate a two-way radio.

Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.

Assist the Principal with special projects as directed; assume responsibilities in the absence of the Principal.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

District and school organization, operations, policies and objectives.

Principles of school administration and management.

Approved California elementary school curriculum and District requirements.

Principles and practices of child development, motivation and learning.

Planning, organization and coordination of student assessment testing activities.

State and District attendance accounting, and reporting.

Behavior intervention and assessment techniques.

Conflict resolution techniques.

Approved methods and types of disciplinary action.

Health and safety regulations applicable to the intermediate school campus.
Applicable sections of the Penal Code, Education Code, Suspension Code and other applicable laws related to assigned areas.
Interpersonal skills using tact, patience and courtesy.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Oral and written communication skills.
Public speaking skills.

ABILITY TO:

Perform administrative and educational leadership functions.
Develop and implement a variety of plans and programs to improve the maintenance and operation of the school facility.
Supervise and evaluate assigned certificated and classified personnel.
Provide oversight of the SARB process.
Communicate effectively with parents, teachers, authorities and others regarding attendance and discipline problems.
Prepare and maintain narrative and statistical records and reports.
Establish and maintain cooperative and effective working relationships with others.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Plan and organize work.
Communicate effectively both orally and in writing.
Explain, interpret and assure compliance with rules, regulations, policies and procedures.
Complete work with many interruptions.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: master's degree in administration or related field and three years of classroom teaching experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California Teaching Credential.
Valid California Administrative Services Credential.
Valid California Class C Driver's License.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.
Occasional evening or variable hours.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.
Seeing to monitor students and read a variety of materials.
Dexterity of hands and fingers to operate a computer keyboard.

Sitting or standing for extended periods of time.
Bending at the waist, kneeling or crouching.

HAZARDS:

Potential contact with dissatisfied or abusive individuals with unpredictable behaviors.

Employee_____Date_____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Board Approved: March 9, 2017