

Job Title: **Executive Director, Professional Learning & Strategic Alignment**
 Job Family: **Certified**
 Pay Program: **Administrative**
 Work Year: **12 months**

Job Code: **3120**
 FLSA Status: **Exempt-E**
 Pay Range: **L23**

SUMMARY: Primary responsibilities are to support schools and lead a comprehensive vision for teaching and learning that drives the district’s commitment to equity and excellence in education. Provide district-wide leadership to schools and other departments in the implementation of a learning system that elevates standards-based education aligned to the Colorado Academic Standards. Assess needs and design, deliver, direct and evaluate district professional learning. Design, evaluate and direct instructional coaching services provided to each building. Lead efforts to improve staff efficacy and student learning through the alignment of strategic priorities and initiatives. Responsible for leading and collaborating with other executive directors on the professional learning and leadership development of principals and assistant principals. Supervise and monitor the assigned learning services staff to ensure coherence among and monitor the impact of school-based staff that support instructional capacity building.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Frequency and percentage of time may vary based on position.*

Job Tasks Descriptions	Frequency	% of Time
1. Assess needs and design, deliver and evaluate professional learning that aligns with district ends for all staff members. This includes, but is not limited to, elementary and secondary professional learning systems for teachers, principals, coaches and school instructional leadership teams. Collaborate with departments across Learning Services in the development and implementation of professional learning opportunities. Foster a culture that scales and sustains effective teaching and leadership. Provide assistance and direction to all elementary and secondary schools in the implementation of a guaranteed and viable curriculum; including, but not limited to, all content and elective areas to ensure educational equity.	W	15%
2. Direct, evaluate and coordinate the strategic planning and ongoing work of the assigned learning services departments.	W	25%
3. In collaboration with building administrators, hire, train and evaluate the instructional coaches at both the elementary and secondary levels to increase student achievement and teacher efficacy at each school.	W	15%
4. Develop, administer, monitor, and initiate requisitions for the district professional learning budget and direct monies for professional learning aligned to district goals.	W	5%
5. In collaboration with other school executive directors, develop and lead an induction and ongoing professional development program for newly hired and early career building administrators. In collaboration with other school executive directors, assess the needs and develop aligned professional learning and supports for veteran building administrators.	W	10%
6. Oversee and direct the district’s induction program for certified educators.	W	5%
7. Assist building administrators in the development of effective, culturally affirming school and classroom instructional practices in collaboration with the learning services team.	Q	15%
8. Maintain and deepen current educational learning on an ongoing basis.	D	3%
9. Communicate and problem solve with executive directors, building administrators, and educators.	D	3%
10. Uphold and apply state laws, contractual obligations and district policies while ensuring due process.	W	3%
11. Perform other duties as assigned.	Ongoing	1%

EDUCATION AND RELATED WORK EXPERIENCE:

- Master’s degree in education, curriculum or school leadership plus additional course work required for certification or licensure.
- Minimum of seven (7) years of experience in teaching and administration
- Minimum of five (5) years of experience as a school administrator.
- Experience at the elementary or secondary level.
- Experience with teaching adults preferred.
- In-depth knowledge of elementary or secondary curriculum.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Colorado Provisional or Professional Principal License.
- Criminal background check required at hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Excellent oral and written communication skills, interpersonal skills (conflict management and resolution).
- Understanding of building level budgets, scheduling, hiring procedures, discipline and curriculum.
- Knowledge of shared decision-making procedures.
- Understanding of superintendent’s policies and Master Agreement.
- Demonstrated instructional leadership skills:
 - * Effective literacy and math instructional strategies
 - * Proven ability to initiate and implement change as necessary to improve student achievement.
- Demonstrated high level of:
 - * Coaching Skills
 - * Facilitation skills
 - * Ability to assist others in the change process
 - * Able to build the capacity of adult leaders
- Ability to promote and follow Board of Education policies, District policies, building and department procedures.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cyber-security with respect to student and staff data, and related information systems
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
	Chief Academic Officer	100223

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	Director of Multi-Tiered Systems of Support	1	
	Director of Advanced Academics and Gifted Services	1	
	Director of Instructional Technology and Library Services	1	
	Induction Coordinator	1	4065
	Administrative Assistant	1	070716

- Supervisory responsibilities include hiring, disciplining, terminating, directing work, assigning work, training and evaluating.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Responsible for overseeing the development, implementation and monitoring of all K-8 school budgets
- Supervise budget development, assignment of resources and reconciliation for each site.
- Develop and administer grant budgets for Title VI-D (class size reduction grant).
- Develop and oversee internal budget for operations and staff development of Executive Directors.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit		X		
Use hands and fingers to handle and/or feel		X		
Reach with hands and arms	X			
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk			X	
Hear			X	
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
50 to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate			X	
Instruct			X	
Compute				X
Synthesize				X
Evaluate				X
Interpersonal Skills				X
Compile			X	
Negotiate				X

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	