

SCHOOL DISTRICT OF BRADFORD COUNTY
DIRECTOR OF TEACHING, LEARNING AND ACCOUNTABILITY
JOB DESCRIPTION

QUALIFICATIONS:

- (1) Master's degree from an accredited educational institution.
- (2) Certification in Educational Leadership, School Principal or Professional School Principal.
- (3) Three (3) years of successful teaching and Two (2) years administrative or supervision.
- (4) School Based Administrative experience preferred.
- (5) Satisfactory criminal background check and drug screenings.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of national and state curriculum initiatives. Knowledge of research, current trends, and best practices related to curriculum, instruction, assessment, and school improvement. Knowledge of principles and concepts for continuous quality improvement in education. Understanding of assessment concepts, principles, and the relationship of teaching, learning, and assessment systems. Ability to read, analyze, and interpret professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to present information effectively and respond to questions from groups, employees, and the public. Ability to work with and apply mathematical concepts.

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff, and the school community. Ability to perform duties with awareness of all district requirements and Board policies. Knowledge and skill in the use of relevant software and hardware. Ability to manage several tasks at one time. Ability to work effectively under stress and tight timeframes. Ability to communicate orally and in writing. Knowledge of district curriculum and instructional programs. Knowledge of current trends, research and best practices in curriculum and instruction. Ability to apply knowledge of current research and theory in specific field. Knowledge of learning theory, program planning, curriculum development, and management of instructional programs. Knowledge of national, state, and district educational goals and standards. Ability to read, interpret and implement State Board of Education rules, School Board policies, and appropriate federal and state statutes. Ability to understand the *Course Code Directory* and Florida statutes related to curriculum, instruction and assessment.

REPORTS TO:

Superintendent

JOB GOAL

To provide leadership, direction, and support in developing, implementing and maintaining the best possible educational programs and services including curriculum by focusing on continuous school improvement.

SUPERVISES: Coordinators of Teaching and Learning,
 Administrative, Instructional, and Support Personnel

Approval
5/29/18

DIRECTOR OF SCHOOL IMPROVEMENT AND ACCOUNTABILITY (Continued)

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- *(1) Facilitate the use of student performance data to school improvement plan development.
- *(2) Oversee and guide schools through development of school improvement plans and articulate their alignment with the master strategic plan.
- *(3) Assist schools in interpreting and solving problems with accountability issues.
- *(4) Assist in ensuring compliance by schools with all state accountability requirements.
- *(5) Review research to identify best practices for use in the district.
- *(6) Assist schools in using research findings and recommendations to address their school improvement plan goals and objectives.
- *(7) Oversee the administration of the district and state student assessment program.
- *(8) Assist schools in the analysis of student achievement data.
- *(9) Direct the district's system of accountability.
- *(10) Assist schools with the accreditation process and serve as district contact for the Southern Association of Colleges and Schools (SACS).
- *(11) Analyze and monitor student achievement to ensure continuing progress.
- *(12) Coordinate and manage assigned projects and initiatives to improve student performance.
- *(13) Direct and facilitate research initiatives within the district to improve student achievement.
- *(14) Identify and recommend to the Assistant Superintendent for Teaching and Learning Services and School Operations the implementation of alternative and optional programs to support the requirements of the district's strategic plan.
- *(15) Establish a systemic approach to link teaching, learning, and assessment to the school improvement process.
- *(16) Provide support for the improvement of teaching and learning services in the district.
- *(17) Oversee the School Improvement / Accountability -NCLB.
- *(18) Oversee Specialty Grants.
- *(19) Develop, implement, evaluate and modify a prekindergarten through grade twelve (12) system of curriculum instruction and assessment.
- *(20) Establish a systemic approach to curriculum and instructional development, implementation and evaluation.
- *(21) Coordinate the accreditation process
- *(22) Assist school personnel in the use of assessment data to improve instruction.
- *(23) Develop and coordinate programs for the improvement of student performance.
- *(24) Oversee and monitor program compliance audits.
- *(25) Participate in school and district accountability programs.
- *(26) Coordinate all instructional service reporting requirements.
- *(27) Prepare or oversee the preparation of all required reports maintain all appropriate records
- *(28) Identify and apply for grants for program support.
- *(29) Respond to inquiries and concerns in a timely manner.
- *(30) Visit schools and participate in the resolution of issues.
- *(31) Advise the Superintendent and Board members regarding all aspects of curriculum and instructional services.

Inter/Intra-Agency Communication and Delivery

DIRECTOR OF SCHOOL IMPROVEMENT AND ACCOUNTABILITY (Continued)

- *(32) Serve as a resource to schools by providing information and assistance on school improvement, accountability, and assessment.
- *(33) Facilitate a collaborative team of school and district personnel to ensure that curriculum and instructional initiatives are student focused and aligned with the district's vision, mission, goals, and objectives.
- *(34) Work with school principals and district staff on the implementation of school improvement plans, initiatives, and processes.
- *(35) Consult with school administrators regarding all aspects of curriculum and instructional including the selection of materials and equipment services.
- *(36) Serve as a resource to the Superintendent's Executive Leadership Team for strategic planning.
- *(37) Work with the Superintendent, School Board, assistant superintendent, district-level administrators, and principals to facilitate collaborative planning for the district.
- *(38) Assist in the interpretation of programs, philosophy, and policies of the district to staff, students, and the community.
- *(39) Interact with parents, outside agencies, businesses, and community to enhance understanding of district initiatives and priorities and to elicit support and assistance.
- *(40) Serve as liaison with the Florida Department of Education for assigned areas of responsibility
- *(41) Disseminate information and current research to appropriate personnel.
- *(42) Collaborate with instructional leaders to ensure that curriculum and instruction initiatives are student focused and aligned with the district mission and beliefs.
- *(43) Work with the State Department of Education and the instructional staff to plan programs that meet the requirements of state statutes, State Board of Education rules and regulations, and federal programs.

Professional Growth and Improvement

- *(44) Provide training for School Advisory Councils.
- *(45) Design procedural and training manuals for principals and School Advisory Council personnel.
- *(46) Keep well informed about current trends and knowledge in the areas of responsibility.

Systemic Functions

- *(52) Develop, recommend, supervise, and administer the budget for assigned functions in this Department.
- *(53) Serve on district, state, or community committees as assigned.
- *(54) Assist in implementing the district's goals and strategic commitments.
- *(55) Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment action.
- (47) Prepare or oversee the preparation of all required reports and maintain appropriate records.
- (48) Perform other tasks consistent with the goals and objectives of this position.
- *(49) Assist principals to ensure that school improvement initiatives support the district mission
- *(50) Assist in the preparation of School Board agenda items related to curriculum and instruction.

Leadership and Strategic Orientation

- *(51) Provide leadership, oversight, and direction for the overall activities of planning, developing, coordinating, implementing, and evaluating all school improvement, accountability, and assessment initiatives.
- *(52) Initiate the development of goals and objectives within the ~~ope~~ of School Board rules, administrative direction, and organizational constraints for the functions within the department.
- *(53) Provide leadership and assistance to school personnel in the use of assessment data to improve teaching and learning.
- *(54) Facilitate district-wide planning to link teaching and learning and the use of financial and

DIRECTOR OF SCHOOL IMPROVEMENT AND ACCOUNTABILITY (Continued)

human resources to the district's goals and objectives.

- *(55) Utilize appropriate strategies and problem-solving tools to make decisions concerning planning, utilization of funds, delivering services, and evaluation of services provided.
- *(56) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.

*Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

Job Description Supplement 11

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be those established by the district.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of personnel.