

PRESENTED AND APPROVED
IN OPEN BOARD MEETING
DATE 5/16/2005 *gh*
MINUTE BOOK NO. 28
PAGE NO. _____

29.01

SCHOOL DISTRICT OF BAKER COUNTY

JOB DESCRIPTION

EXECUTIVE DIRECTOR OF TEACHING AND LEARNING

QUALIFICATIONS:

- (1) Master's Degree from an accredited educational institution in educational leadership.
- (2) Certification in Educational Leadership and School Principal.
- (3) Minimum of seven (7) years of successful experience in education to include three (3) years as a School Principal/Assistant Principal.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of effective school concepts and principles. Knowledge of state-of-the-art research and proven best practices in areas of responsibility. Knowledge of Total Quality Management and its significance for continuous quality improvement in education. Knowledge of learning theory, program planning, curriculum development and management of instructional program. Knowledge of statutory and regulatory requirements in areas of responsibility. Ability to make decisions based on relevant information. Knowledge of Course Code Directory and Florida Statutes related to curriculum and instruction requirements. Understanding of the Pupil Progression Plan. Ability to work cooperatively with school personnel, community and other departments and agencies. Ability to communicate effectively both orally and in writing.

REPORTS TO:

Superintendent

JOB GOAL

To assist the Superintendent substantially and effectively by providing leadership in developing, achieving and maintaining optimal educational programs and services.

SUPERVISES:

Director of Exceptional Student Education and Student Services
Director of Adult and Vocational Education Programs
Director of Accountability and Special Programs
Assigned Support Personnel

PERFORMANCE RESPONSIBILITIES:

- (1) Direct the overall activities of planning, developing, coordinating, implementing and evaluating of District curriculum and instruction and instructional support programs.
- (2) Direct and coordinate all activities related to the District's instructional delivery system and program management cycle
- (3) Provide leadership and appropriate resources for on-going District-wide curriculum development and review.
- (4) Assist in interpreting the programs, philosophy and policies of the District to staff, students and the community.
- (5) Direct and supervise the development and implementation of student performance standards.
- (6) Provide leadership and assistance to school personnel in the use of assessment data for the improvement of education.
- (7) Coordinate all instructional services reporting requirements and program evaluations.
- (8) Direct and supervise the implementation of the District's Pupil Progression Plan and Student Code of Conduct.
- (9) Assist in the development of administrative guidelines related to curriculum and instructional services.
- (10) Supervise, Title I, LEP/ESOL, Pre-Kindergarten program, audits and development of Annual

29.01

School Reports.

- (11) Assist in the development of pre-school and yearly planning calendars.
- (12) Maintain a close working relationship with school administrators and teachers to ensure information exchange, coordination of efforts and general support for the decision-making process.
- (13) Maintain contact with other school districts in Florida and other states to share and receive information on effective programs and practices.
- (14) Use a variety of communication techniques and tools to ensure the appropriate flow of information, collaborative efforts and feedback.
- (15) Keep well informed about current trends and practices related to areas of assignment.
- (16) Provide leadership for implementation of the District master plan for inservice education.
- (17) Initiate the development of programmatic goals and instructional objectives on a District-wide basis within the scope of School Board policy, administration direction, assessed student needs and operational constraints.
- (18) Establish and provide leadership for a collaborative team to ensure that curriculum and instruction initiatives are student-focused and aligned with the District mission and beliefs, school goals and improvement plans.
- (19) Provide leadership in planning, and acquiring appropriate teaching materials, textbooks and equipment.
- (20) Provide leadership for Southern Association of Colleges and Schools accreditation process.
- (21) Supervise and coordinate media services, Title II and Title V, program audits and instructional equity.
- (22) Serve as the district contact for Charter Schools.
- (23) Establish a systemic approach to curriculum and instructional planning, development, implementation and evaluation.
- (24) Assist the Superintendent in District-wide planning to link the curriculum and instructional program and the use of financial and human resources to the District's goals and objectives.
- (25) Develop, recommend and administer the teaching and learning budget.
- (26) Prepare all required reports and maintain all appropriate records.
- (27) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions.
- (28) Provide leadership for purposeful articulation among all instructional levels, as well as, between basic and special programs.
- (29) Provide leadership for emerging, innovative and special programs.
- (30) Provide leadership for the planning of the District's curriculum program.
- (31) Use appropriate interpersonal styles and methods to guide individuals and groups toward task accomplishment.
- (32) Serve on the Superintendent's Executive Leadership Team.
- (33) Perform other incidental tasks consistent with the goals and objectives of this position.

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.

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.

*Essential Performance Responsibilities ~ ~