EAU CLAIRE AREA SCHOOL DISTRICT

JOB DESCRIPTION

Job Title	Executive Director of Teaching and Learning
Department	Teaching and Learning
Reports To	Superintendent
Classification	Administration
Location	District Office
Salary	On Schedule
Length of Contract	12 months

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Job Summary

The Executive Director of Teaching and Learning, under the guidance of the Superintendent, provides direct support and feedback of Pre-K through 12 instructional programming. The Executive Director, in collaboration with District leaders and principals, is responsible for leading the implementation and development of the District Equitable Multi-Level System of Support (EMLSS) framework across all schools and provides knowledge, guidance, and support to braid academic and behavioral systems at the universal, selective, and intensive levels to increase student achievement for all students. This position supports the goal of improving student achievement through equitable and sustainable systems and initiatives. This position oversees the development, delivery, and assessment of instructional programs; including, professional learning. This position is responsible for the management of instructional services based on the effective use of data, collaborative processes that include all stakeholder groups, and the use of research based instructional strategies. The Executive Director assists with budget and staffing projections/allocations for the maximum effective use of human and financial resources. Additionally, this position serves as a member of the Superintendent's Cabinet.

Essential Job Functions

- Develops and implements an on-going evaluation program for all instructional programs in the District, including school-year and summer programs.
- Plans, implements, and monitors budgets for Teaching and Learning.
- Aligns Teaching and Learning program with the District's Strategic Plan and school improvement planning.
- Administers and coordinates federal and state grants through communication with the Department of Public Instruction, the Cabinet, and building administration to ensure accountability for use of funds and student learning.
- Provides leadership and support to building administrators through collaborative planning, professional development, coaching, school improvement planning and regular communication.
- Advises the Superintendent and School Board on matters pertaining to the curriculum interests of the District.
- Leads the District Calendar Committee and oversees instructional minute requirements for all levels.

- Oversees Title I, II, IV and Head Start programs.
- Oversees the professional learning plan that supports the EMLSS
- Provides input for implementation of the District vision, including alignment of programs to the vision and support through professional development and resource allocation.
- Remains current on educational research by engaging in professional development activities, professional reading, and peer collaboration.
- Directs the planning and implementation of new curriculum standards and statutes.
- Promotes system-wide technology integration and organizational efficiency.
- Works with Technology Department to integrate technology into the instructional program.
- Collaborates with other departments to plan and organize principal meetings.
- Collaborates with the Human Resources department to plan, organize, and evaluate orientation activities for new employees.
- Advises the School Board, administration and staff on teaching and learning issues and related policies.
- Directs the implementation of the Wisconsin Educator Effectiveness requirements and program.
- Directs and implements the District's mentor program.
- Oversees the development of the co-curricular and athletic programs.
- Oversees the development and implementation of summer school programming.
- Collaborates with the Cabinet in preparing the annual District budget.
- Works to strengthen connections with the community to support students.
- Attends all school board meetings, prepares monitoring reports, and makes presentations to the Board and community.
- Serves on District committees as assigned/appointed.
- Serves as a liaison with CESA's, colleges, universities, the DPI, and other agencies and organizations on curriculum and instructional strategies issues.
- Provides leadership, training, consultation, and support to administrators, teachers, and school-based leadership teams to facilitate implementation of a Multi-Level System of Supports (MLSS) at the district and school levels.
- Supports school leaders in driving the district implementation of MLSS to ensure that every school provides high quality core instruction and the academic and social emotional interventions needed to successfully meet ALL students' needs.
- Meets with and supports school leaders in the implementation of the MLSS framework so that it supports the vision, mission, and goals of school improvement in teacher practice and student achievement.
- Provides feedback, modeling, interpretation of data, and other supportive assistance necessary to implement the EMLSS.
- Develops and updates the Academic and Career Planning guide.
- Assists in monitoring the fidelity of braiding academic and behavior support systems.
- Assists in monitoring of the MLSS process to ensure compliance and adherence to District procedures, state guidelines, and federal regulations.
- Provides MLSS professional learning coordination and support for school and District personnel.
- Works to strengthen connections with the community to support students.

- Attends principals' meetings to provide updated PreK-12 curriculum information and maintain on-going communication.
- Serves on District committees as assigned/appointed.

Ancillary Job Functions

- Pursues alternative funding and resources to support programming.
- Collaboratively supports the recruitment and retention of high-quality staff.
- Performs other related duties as assigned by the Superintendent of schools and School Board.

Required Qualifications – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Master's degree in Educational Administration, Curriculum Development, or related field.
- Wisconsin Administrative Certification: Director of Instruction (#10) or Director of Special Education and Pupil Services (#80).
- Minimum of three years as a building level administrator.
- Minimum of three years as a District level administrator position.

Preferred Qualifications – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Advanced graduate work beyond master's degree.
- Bilingual/bicultural skills.

Knowledge, Skills, and Abilities – May be representative, but not all-inclusive, of those commonly associated with this position.

- Leadership skills including visioning, active listening, coaching, facilitation, and using data for decision making.
- Ability to ensure all staff receive effective supervision and evaluation.
- Thorough knowledge of school operations.
- Ability to communicate effectively both orally and in writing, including speaking publicly to large groups.
- Ability to work effectively with individuals and groups.
- Ability to maintain confidentiality in all tasks.
- Ability to effectively plan, organize and manage time.
- Ability to work independently with minimal supervision.
- Ability to learn and adapt quickly as situations change.
- Ability to accurately maintain records and meet deadlines with a high degree of accuracy.
- Ability to demonstrate creative problem solving and conflict resolution skills.
- Broad knowledge of school curriculum and technology integration.
- Knowledge of program evaluation and grant writing.
- Knowledge of current educational research, components of elementary programming, and best practices for instruction.
- Ability to work successfully with teachers in the development and revision of Pre-K-12 curriculum.

- Demonstrates an understanding and use of differentiation in educational practices to address the achievement gaps.
- Ability to assist with the implementation, oversight, and monitoring of the District's EMLSS
- Ability to travel to multiple District and community sites in compliance with the District driving policy.
- Ability to work a flexible schedule including evening and weekend hours as required.
- Ability to assist with the implementation, oversight, and monitoring of the District's Equitable Multi-Level System of Support (EMLSS).
- Ability to serve as a positive role model for students, demonstrating responsible and thoughtful behavior.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- General office environment and moderate noise levels.

Physical Requirements – The physical demands 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 essential functions.

- Regularly required to talk and listen.
- Must be able to work at desk/computer for extended periods of time.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.
- The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122.01 throughout their employment in the District.