

MANAGEMENT JOB DESCRIPTION

SENIOR DIRECTOR OF LEADERSHIP AND LEARNING

JOB SUMMARY:

Under the administrative direction of the Area Assistant Superintendent, assists in the supervision and leadership support of site principals. Works collaboratively with principals to support the improvement of high-quality education programs for all students and ensures consistency of implementation across schools. Assists principals in monitoring effective teaching and learning practices and developing school plans that result in high academic achievement and social-emotional wellness for all students.

ESSENTIAL JOB FUNCTIONS:

- Provide instructional leadership through site visitations, observations, coaching, and meetings.
- Provide coaching, support, and professional development to principals.
- Plan, organize, and coordinate professional learning and improvement efforts for school leaders and staff.
- Provide leadership, support, and accountability in the development, implementation, and coordination of the District's instructional program to meet the needs of the diverse student population.
- Collaborate with other directors, coordinators, and assistant superintendents to provide alignment and continuity across the District.
- Facilitate analyses of school and District data that address beliefs and practices to determine the degree to which all students are provided equitable access in successfully preparing for college and career, and life with an emphasis on underrepresented student groups.
- Plan and facilitate leadership learning sessions throughout the year.
- Collaborate with District leaders and departments for systemic improvement efforts.
- Routinely update the Area Assistant Superintendent regarding school progress and challenges.
- Provide leadership in the development of processes, strategies, and planning to ensure necessary human and fiscal resources are appropriately utilized to achieve the District goals.
- Establish and maintain effective working relationships with staff, students, parents, and community members.
- Oversee the development of and review budget and financial data; control and authorize expenditures in accordance with established policies; direct the implementation of a financial plan and process for funding support services.

- Oversee the preparation and maintenance of a variety of statistical and narrative reports and records to ensure reporting requirements are met for federal and state agencies, District officials, and the Board of Education.
- Performs other duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

Applicable Credentials:

- Standard Elementary, Multiple Subject, CLAD, Specialist credentials (e.g. Ryan), Tier I Administrative Credential.

Training and Experience:

- Advanced degree in appropriate field (M.S. or Ed.D.). Five years of progressively responsible experience in education administration including serving as site principal. Experience in managing state programs and/or grants preferred. Evidence of highly successful teaching experience.