

MERCED CITY SCHOOL DISTRICT

4.16

1.12

CLASS TITLE: LEARNING DIRECTOR

BASIC FUNCTION:

The Learning Director assists the Principal in the administration of the categorically funded educational programs at the school site to which he/she is assigned. Provides leadership and assumes administrative responsibility for compliance with the federal/state laws and regulations related to the categorical programs.

REPRESENTATIVE DUTIES:

Provides leadership in coordinating the involvement of staff, students, parents and community in establishing school goals and in writing, implementing, monitoring and evaluating the school's plans. **E**

Works with the Principal to communicate the school plan goals, procedures and objectives among the members of the school community, including the school site council. **E**

Provides leadership in allocating, monitoring budgets and expenditures to ensure compliance with state/federal regulations. **E**

Provides leadership and guidance in adjusting the categorical program and services required to meet students needs. **E**

Provides guidance to the classroom teachers in assessment, placement and direct instruction for targeted students. **E**

Provides guidance to teachers in planning strategies which promote student achievement, enhance student self-esteem, and meet the goals as set forth in the School Plan. **E**

Monitors English Learner programs for compliance according to Education Code and categorical provisions. **E**.

Supervises and evaluates certificated and classified categorically funded personnel. **E**

Serves as liaison between the school and district. **E**

Communicates site needs to parent groups. **E**

Compiles, disaggregates student data and prepares reports as related to state and federal programs. **E**

Performs other duties relative to meeting the needs of the students.

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The employee is to adhere to federal and state regulations, board policies, and related administrative regulations which pertain to the particular assignment.

Responsible to the Site Administrator, the Director of State and Federal Programs and/or the Assistant/Associate Superintendent of Educational Services or designee.

MINIMUM QUALIFICATIONS:

Appropriate credential as required by the California Commission on Teacher Credentialing authorizing administrative services.

EDUCATION AND EXPERIENCE:

Bachelor's degree and five years successful teaching experience in a K-8 elementary school setting.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver license. Employee in this position must maintain insurability at the District's standard limits during the term of employment.

WORKING CONDITIONS:

ENVIRONMENT:

School, classroom and office environment.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer keyboard and other office equipment; hearing and speaking to exchange information and make presentations in person or on the telephone; seeing to read, prepare, analyze and review various materials to accomplish assigned tasks of the job and to observe students; sit or stand for extended periods of time.

Legal Reference:	California Education Code, Section 35291
Policy Adopted:	October 5, 1993
Policy Revised:	June 28, 1994
Policy Revised:	June 22, 2010
Policy Revised:	June 14, 2011