



Santa Maria-Bonita School District
Position Description

Title: Director of Teaching and Learning **Reports to:** Asst Supt, Instructional Services
Department: Instructional Services **Classification:** Management
Work Year: 223 Days **Salary Range:** 15
Board Approval: February 12, 2020

SANTA MARIA-BONITA SCHOOL DISTRICT
DIRECTOR OF TEACHING AND LEARNING

BASIC FUNCTION:

The Director of Teaching and Learning serves under the direction of the Assistant Superintendent of Instructional Services. The Director oversees the overall organization, leadership, and supervision of programs designated as Instructional Services, as well as State and Federally funded learning opportunities, including, but not limited to, Bilingual/Migrant Education, and Instructional Media. The Director of Teaching and Learning is responsible for the development, implementation, and monitoring of Instructional plans, aligned to Tier 1 practices, as well as the supervision and evaluation of the District's curriculum, and staff development programs.

MAJOR DUTIES AND RESPONSIBILITIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

1. Provide leadership for developing district goals, planning, budgets, and evaluation of all areas in curriculum and professional learning, and programs under the supervision of the Director.
2. Supervise, support, and evaluate management personnel, and Teachers on Special Assignment in their capacity of instructional coaching, in curriculum and instruction programs, and other assigned staff.
3. Assist site administrators in evaluating the instructional practices, curriculum and instructional programs. Assist to provide input regarding the evaluation of school site implementation of curricular programs.
4. Advises the Assistant Superintendent of Instructional Services regarding the policy implications of legislation in the area of curriculum and instructional services.

5. Assists action teams, including the process of instructional materials that are examined/recommended to the Board for adoption.
6. Plans, implements, and evaluates a district-wide comprehensive staff development program for district employees; classified, certificated, and management.
7. Plans and recommends budgetary allocations for programs. Maintains budget accountability.
8. Attends Board, Leading Learning Team (LLT) meetings, division staff meetings, and may attend Cabinet meetings as requested.
9. Researches best practices of Tier 1 instruction, create and deliver professional learning to a variety of audiences.
10. Develops and carries out strategic long and short-term plans, programs, and activities to support the implementation of District goals; develops and places into operation appropriate rules and regulations to efficiently implement programs and activities in support of student learning at grade level and beyond
11. Participates in the development of goals and objectives for assigned programs in support of educating students at a high level to achieve their personal best; makes recommendations for changes and improvements; implement approved changes and monitor work activities to ensure compliance with established guidelines.
12. Supervises and evaluates the performance of staff on a regular basis and provides clear, constructive feedback to improve staff effectiveness; plans coordinates and arranges for appropriate training of staff in support of professional learning.
13. Leads and manages the implementation of a comprehensive Professional Development program with staff. Prepares Board agenda items.
14. Performs related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Master's Degree, five years of certificated teaching experience, and three years increasingly responsible supervisory and/or management or related experience in area of specialty; Administrative Services credential and Teaching credential required.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license; valid California Administrative Services Credential and Teaching Credential required.

KNOWLEDGE AND ABILITIES:

Knowledge of:

Applicable State and federal laws, regulations and codes related to area of specialty.

Technical aspects of area of specialty.

Curriculum development and training.

Accurate budget preparation and control.

Grant writing.

Oral and communication skills.

Operations of a computer to enter data, maintain records and generate reports. Interpersonal skills using tact, patience and courtesy.

Principles and practices of effective supervision and personnel management.

Labor Relations law and employee contracts

District organization, operations, policies, objectives and goals.

Ability to:

Deliver high quality and high efficiency services.

Effectively assess, manage and develop resources and adapt services to sites.

Develop Professional Learning programs.

Provide direction and support to site leaders, directors, coordinators, and staff in support of district goals and initiatives, including Tier 1.

Communicate, understand and follow both oral and written directions.

Interpret, comprehend, apply and explain rules, regulations, policies and procedures.

Work collaboratively and build positive relationships with a diverse range of stakeholders. Analyze situations critically and adopt an effective course of action.

Work independently with little direction and many interruptions.

Prepare comprehensive narrative and statistical reports.

Plan and organize work to meet schedules and timelines.

Supervise and evaluate the performance of assigned staff.

Demonstrate high ethical standards.

Make presentations and deliver in-services in area of specialty.

Learn new or updated computer systems and programs to apply to current work.

Design and implement a wide variety of professional learning opportunities.

Focus and appropriately allocate resources toward identified goals.

Manage change and design an effective system of reporting progress and monitoring results.

Negotiate skillfully in difficult situations and create solutions to promote compromise.

Think outside the box and develop new methods or solutions inspiring others to reach a common goal.

Communicate using patience and courtesy in a manner that reflects positively on the organization.

Actively participate in meeting District goals and outcomes.

Apply integrity and trust in all situations.

Working Conditions:

Environment:

Office and site environment; drive a vehicle to conduct work; occasional conduct with dissatisfied individuals; constant interruptions.

Physical Abilities:

With reasonable accommodations, if necessary, hearing and speaking to exchange information and to make presentations; seeing, reading and preparing documents and presentations; sitting and standing for extended periods of time; dexterity to operate a computer and other office equipment; reaching overhead, above the shoulders and horizontally, bending at the waist or kneeling to retrieve supplies or other materials.

Santa Maria Bonita School District is an Equal Opportunity Employer and reasonable accommodations are made under the Disability Act as required by law.